

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

*Final
revised
approved
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2-19-14*

LOCAL WORKFORCE INVESTMENT BOARD
Local Plan

January 1, 2014 - June 30, 2015

Local Plan Instructions
For Kentucky's

LOCAL WORKFORCE INVESTMENT SYSTEM
Program Years 2013 - 2014

-Submitted by-
Workforce Investment Board

LOCAL AREA: GREEN RIVER

Revised as requested, resubmitted on January 28, 2014

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Instructions

In accordance with the Workforce Investment Act (WIA), this document provides directions to Kentucky's Local Workforce Investment Boards (LWIBs) for preparing the Local Plan update. The Local Plan covers the time period of January 1, 2014 through June 30, 2015. LWIBs are required to submit plans to the Kentucky Department of Workforce Investment's Office of Employment and Training (OET) in order to receive funding under WIA.

The Local Plan update guidance is composed of three sections:

- **Section A: "Integration and Strategies."** This section should illustrate the LWIB's engagement in regional economic development strategies, as well as how the LWIB conducts business beyond the narrow focus of WIA programs.
- **Section B: "Program Operations."** This section collects information required by law in order for LWIBs to receive their base funding.
- **Section C: "System Operations and Attachments."** This section includes information needed to ensure that the local workforce systems meets certain legal requirements as well as complies with agreements between OET and the LWIBs. This section also asks for information needed to respond to requests from legislative leaders, local leaders, Education and Workforce Development Cabinet's executive leadership, and other interested parties.

2013 - 2014 Local Plan Update Requirements

- **Local Plan Update Due Date: December 1, 2013**
- **Deliverables:**
 1. Electronically submitted, via e-mail, Local Plan Update Sections A, B, and C, including all attachments (A,B,C,D,E) to Pat Dudgeon at PatriciaO.Dudgeon@ky.gov and;
 2. Mail one (1) hard copy of the signature page with original signatures to:

Pat Dudgeon
Office of Employment and Training
Division of Workforce & Employment Services
275 East Main Street, 2WA
Frankfort, Kentucky 40621

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Planning Timetable Estimates

July 12, 2013	Issuance of Local Plan Guidelines
November 1, 2013	Last date to begin the Public Comment Period. Beginning of the OET review, comment and clarification period
November 30, 2013	End of the 30 Day Public Comment Period
December 1, 2013	Local Plans are due to OET along with submittal of the original signature page. Final Review and Approval of Local Plan Updates by OET begins
January 1, 2014	Beginning of Local Plan Period

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Section A: Integration and Strategies

One of the state's strategies is to invest in LWIBs who perform at a strategic level and who are leading or participating in innovative approaches to a wide range of regional challenges and opportunities. This section will be used to describe the LWIB's engagement in regional development strategies, as well as how the LWIB conducts business beyond the narrow focus of employment programs. OET will use this information for guidance in allocating special, discretionary and incentive grants (if funding is available).

1. How does the WIB identify and analyze regional economies?

The Green River Workforce Investment Board (GRWIB) utilizes information from many sources to identify and analyze the regional economy. Some resources are projections (BLS, Occupational Outlook, CEDs, etc.) and some are real-time information (media, outcomes for clients at exit and during follow-up, constant communication with regional economic development agencies, business and industry, and local elected officials, etc.). Front line Career Center staff are an important source of real-time information regarding hiring trends and at risk industries and occupations. Consultants are used by the GRWIB and by local economic development agencies for specific services. Information is constantly gathered and vetted with economic development and regional industry experts to determine the cause and effect as well as the relevance to the regional economy. The process of analyzing the regional economy is not a one-time or annual activity for the GRWIB. Data is continuously scanned and utilized to keep informed of even slight changes in the regional economy.

2. How is this information used to identify the key industries and demand occupations within this economy?

Projections and real-time information are used to identify industries and occupations with a reasonable expectation of job openings/job growth with family sustaining wages/benefits both in the short- and long-term. The GRWIB is currently utilizing the Preliminary Target Industry Report from Maher & Maher and the Green River Occupational Outlook to 2018 as resources for the more comprehensive Sector Strategy component of the Regional Economic Growth Strategy. The Green River Area Development District participated in a region-wide business survey. The survey was conducted by ERISS and took place September 2012 through January 2013. The purpose of the survey was to gather current and in-depth workforce information to serve as the foundation for workforce and economic activities in the region. The information will also assist employers, job seekers, and students as well as provide key data for education partners, workforce and economic developers, allowing them to address workforce and economic needs.

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Specific Goals:

- Engage large numbers of our employers.
- Identify occupations in demand.
- Identifying growing industries.
- Identify businesses at risk of downsizing and/or relocating.
- Create a detailed inventory of local businesses.
- Measure employer-staffing practices and needs.
- Improve the understanding of the needs and perspectives of local businesses.
- Identify and address where possible the immediate concerns of individuals businesses.
- Identify existing opportunities in order to enhance linkages with workforce and economic development partners and initiatives.

3. How is this information incorporated into your service delivery strategies?

The GRWIB utilizes key sector information to determine how and where to allocate resources for business services and occupational skills training.

4. In a separate attachment, based on your most recent analysis of regional economies, provide a list of the key industry sectors in your regional economy.

No attachment required

Energy

Advanced Manufacturing (food, wood/paper, chemical/plastic/mineral, metal/machine, transportation equipment)

Transportation, Distribution, & Logistics

Finance & Insurance

Professional Services

Health Care

5. At the direction of Governor Beshear, the Kentucky Workforce Investment Board established a strategic vision and goals for the transformation of the Commonwealth's workforce system. ([*WorkSmart Kentucky Strategic Plan*](#)) Key to the realization of that vision is the state board's assertion that local workforce boards must be innovative, responsive and able to make substantial positive impacts on the communities they serve.

Please describe the role of your board in implementing transformational change to the Kentucky workforce system for each of the statewide strategic areas of focus listed below. ONLY SUBMIT DESCRIPTIONS FOR INITIATIVES YOUR BOARD HAS BEGUN, IS CONTINUING OR IS PLANNING TO IMPLEMENT.

For each initiative, please indicate:

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1. If the initiative is a local innovation or part of a statewide initiative (examples provided for each focus area).
2. The initiative's mission and strategic goals (if local) or any local adaptation for statewide initiatives.
3. A timeframe for implementation, including major milestones and evaluation.
4. Identify key partners/players/stakeholders, including the role of the WIB
5. Provide the current status of the initiative.

(Space is provided for one initiative in each focus area. To add additional initiatives, copy and paste the formatted narrative layout under the appropriate Focus Area. If initiatives are not currently being planned in any of the focus areas, leave blank.)

STATEWIDE STRATEGIC AREAS OF FOCUS

I. System Transformation

Related statewide initiatives: [Sector Strategies](#), Branding & Identity, [One-Stop Certification](#), User-Friendly On-Line Services, National Career Readiness Certificate, Eligible Training Provider List Enhancements

System Transformation Initiative (1)

Title: Industry Partnership Grant
Daviess-Hancock Industry Partnership

☐ Initiative is a local innovation ☒ Part of a statewide initiative

Initiative's mission and strategic goals:

The intent of the grant was to create industry partnerships that will encourage employers to build a talent pipeline to support Advanced Manufacturing in Daviess and Hancock counties. By bringing together employers in the advanced manufacturing sector, economic development organizations, educators and workforce development agencies, the Industry Partnership will strengthen the skill level of the current and future workforce by the development of appropriate training programs.

Implementation timeframe:

The grant period was from August 1, 2012 – June 30, 2013.

Partners/players/stakeholders and role of WIB:

Area manufacturing employers, economic development, education and workforce development.

Current status of initiative:

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The grant ended on June 30, 2013.

System Transformation Initiative (2)

Title: Regional Economic Growth Strategy

☒ **Initiative is a local innovation** ☐ **Part of a statewide initiative**

Initiative's mission and strategic goals:

The GRWIB contracted with TIP Strategies to develop a regional strategy that integrates workforce development, economic development, and education. The primary goal of this project was to develop a "road-map" set of strategies and corresponding action items for the region to pursue over the next five (5) to ten (10) years. There are 3 components of the strategy:

- Workforce Skills Analysis of the Green River seven (7) county region;
- Sector Analysis, identifying emerging sectors of the region's economy with the most promise for economic growth; and an
- Action Plan that outlines implementation strategies and specific action activities for the region.

Implementation timeframe:

The regional strategy was complete in May 2012. Implementation of the action activities is on-going. Agendas for GRWIB meetings have been focused on the areas identified in the REGS such as entrepreneurship, tourism, etc. In the Fall of 2013, the LWIA plans to have a session to go through the matrix and assess where we are now and what still needs to be accomplished.

Partners/players/stakeholders and role of WIB:

The GRWIB appointed a Regional Leadership Team (RLT) to coordinate this initiative. The RLT is comprised of the Executive Committee of the GRWIB, business and industry, economic development, workforce development, and education representatives. Members of the RLT are GRWIB members as well as community members not on GRWIB. RLT membership includes representation from: Rio Tinto Alcan, OET, Audubon Area – Green River Intra-County Transit System, Hancock County Industrial Foundation, Greater Owensboro Economic Development Corporation, Owensboro Medical Health System, City of Henderson, Webster County Area Technology Center, KY Adult Education, Alliance Coal Company, Owensboro Community & Technical College, GRADD (Economic Development and Workforce Development), Peoplemark, Tyson Foods, Henderson Chamber of Commerce, Northwest KY Forward, Western Kentucky University – Owensboro, Hancock County Economic Development, Henderson County Career & Technical Education, and Henderson Community College.

The role of the GRWIB is to participate on the RLT, coordinate further

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implementation of the Action Plan, and provide continuous feedback and follow-up.

Current status of initiative:

On-going

System Transformation Initiative (3)

Title: Branding & Identity

☐ Initiative is a local innovation ☒ Part of a statewide initiative

Initiative's mission and strategic goals:

The new branding, identity and architecture for the Kentucky Career Center will help to provide consumers with a holistic branding system, clearer navigation, more awareness, and a new brand promise for a solutions-based system.

Setting the stage for new opportunities for Kentucky's businesses and workforce, the Kentucky Career Center, the newly overhauled workforce development system in the Commonwealth has been launched.

The change signifies the importance of moving away from the perception of the "unemployment office" to a focus on career services for both job seekers and job providers.

The re-branding of the unemployment office to the Kentucky Career Center is part of a larger strategy to modernize the workforce development system.

The result was WorkSmart Kentucky, the KWIB's strategic plan to streamline the system to simplify it and build consistency among offices; improve services to the client customers; align education and training to meet the needs of employers; and make adjustments to reflect the state's education objectives and economic development strategies and goals.

Inside the new external name is an internal culture shift, developed with input from business and industry, which reflects a new workforce development system whose services are demand-driven, business-led and solutions-based.

Internal changes are occurring by promoting better collaboration among system partners, training for staff across the state and streamlined services in local offices. In addition, a new user-friendly point-of-entry website has been created so that a customer can easily and simply navigate to services offered statewide. Social media

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has been incorporated to reach more customers.

The launch of the Kentucky Career Center is the culmination of more than three years of preparation and work by the KWIB, the Kentucky Department of Workforce Investment and numerous stakeholders and partner agencies in education, workforce and economic development.

Other initiatives such as the state's commitment to investing public workforce dollars based on sector strategies, tying into industry partnerships as the drivers for curriculum and training priorities, and certifying the quality of a community's workforce through the WorkReady Communities framework are driving change and interest in talent development at every level of government.

These workforce investment improvements have been recognized nationally as a model for other states to better equip workers and serve employers.

Services for job seekers include career coaching, access to local job openings, job leads and referrals, professional resume services, job search resource centers with free Wi-Fi and Internet access, unemployment insurance claim filing assistance, employment services for military veterans and individuals with special needs, and education and training opportunities.

Services for businesses include talent recruitment assistance, candidate pre-screening and assessment, free use of onsite conference space to conduct interviews, coordination of job fairs and hiring events, tax credit incentive programs, free access to Focus Talent, Kentucky's online job posting portal, and business services representatives available to provide personalized support.

Implementation timeframe:

The internal launch began a year ago and the external launch was just announced in July 2013. The LWIA will continue to promote the brand and the brand mission.

Partners/players/stakeholders and role of WIB:

The Kentucky Career Center partners, job seekers and employers. The LWIB will continue to promote services offered through the system.

Current status of initiative:

On-going

System Transformation Initiative (4)

Title: One Stop Certification

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☐ Initiative is a local innovation ☒ Part of a statewide initiative

Initiative's mission and strategic goals:

The Green River WIB is fully participating in and will implement this state initiative as requested/directed by the Cabinet for Education and Workforce Development.

Implementation timeframe:

Extensive work has been done towards meeting and exceeding the standards and measures as outlined since the document was presented to the local workforce areas. The Kentucky Career Center Green River will submit their application for certification to the Green River WIB in April 2014. The review period is projected to take approximately 6 months. Upon certification, the GRWIB will focus on certification applications of the affiliate centers located in Hancock County, Ohio County, McLean County and Henderson.

Partners/players/stakeholders and role of WIB:

To achieve certification, local partners and players participating in this initiative include representatives from the Green River Area Development District, the Office of Employment and Training, the Office of Vocational Rehabilitation, Experience Works, Office for the Blind, Kentucky Adult Education, Greater Owensboro Economic Development, Northwest KY Forward, Owensboro Community and Technical College, and Henderson Community and Technical College. The GRWIB has appointed both a One Stop Committee and Business and Industry Committee to work with one stop partners in the certification process. The GRWIB will ultimately review the Career Center's application for certification, submit the application to a review team, and approve or deny the certification request.

Current status of initiative:

The Business Services Team, One-Stop Team, and Career Center Management Team are meeting monthly to coordinate and carry out actions to ensure standards and measures are met and/or exceeded. Functional teams have been developed to implement actions on the front lines of service delivery.

II. Education Alignment

Related statewide initiatives: Tech-High, Accelerating Opportunity (aka Skill Up or I-Best), Apprenticeships, High School Outreach

Education Alignment Initiative (1)

Title: Key Sector Training – Program Priority List

☒ Initiative is a local innovation ☐ Part of a statewide initiative

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Initiative's mission and strategic goals:

Key Sector Training's mission is to focus resources on training programs that lead to self-sufficiency and long term employment in key sectors. WIA eligible clients are directed to the KY Eligible Training Provider List and are informed of the key sectors for which training is allowable. These sectors were determined by the GRWIB. Applicants that apply for a training scholarship in one of these areas are given priority for scholarships.

Implementation timeframe:

This initiative was formalized in 2009 and sector information is continuously updated as new labor market information becomes available.

Partners/players/stakeholders and role of WIB:

Business and Industry are stakeholders. Training providers are partners. The role of the GRWIB is to evaluate and update key sector information.

Current status of initiative:

On-going

Education Alignment Initiative (2)

Title: Accelerating Opportunity

☐ Initiative is a local innovation ☒ Part of a statewide initiative

Initiative's mission and strategic goals:

Accelerating Opportunity is an important pathway based initiative that allows adults the ability to earn credentials and skills needed to succeed in obtaining sustainable employment. Accelerating Opportunity takes a team teaching approach for low scoring adults in math and reading while upgrading their technical skills. The goal of Accelerating Opportunity is to have a low scoring adult raise their remedial score while learning in the technical setting with real applications of math/reading in the technical job they are seeking a certificate. The adult will come from the program with higher math/reading scores as well as an occupational certificate.

Implementation timeframe:

Planning for Accelerating Opportunity began July 2011. KCTCS along with other state partners have received the grant for 3 years. Regionally, OCTC and Henderson Community College have begun to offer classes within the AO parameters.

Partners/players/stakeholders and role of WIB:

Partners include OET, KCTCS, Adult Education, and GRWIB.
The GRWIB has been a part of the leadership team to help develop ideas on the

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project and on implementation. GRWIB provided data and labor market information for the AO team to make decisions on specific pathways to pursue. Additionally, GRWIB is providing WIA scholarships to qualified AO applicants. GRADD staff is providing onsite support for students interested in scholarships. Staff can field questions from students currently in the AO classes as well as take questions from potential students about funding opportunities. Onsite program assistance is provided during this time.

Current status of initiative:

Accelerating Opportunity planning work began in July 2011, classes are currently beginning. GRWIB is evaluating the training needs of individuals to help with WIA funding. Staff are providing on site orientations with those interested in WIA as well as assisting with further planning for the program.

Education Alignment Initiative (3)

Title: High School Outreach

☒ **Initiative is a local innovation** ☐ **Part of a statewide initiative**

Initiative's mission and strategic goals:

Health Career Exploration Day exposes local high school students to health care careers. Held at two area hospitals, the event consists of booths displaying information, and hands-on activities with hospital staff available to discuss a variety of career opportunities. The popular Health Career Exploration Day gives high school students a chance to learn about a variety of job opportunities in the health care field.

The Youth Summit is an annual event involving area middle- and high school students co-hosted with the Owensboro Parks & Recreation Department, Youth Council, and Kentucky Wesleyan College. This is a youth leadership forum featuring speakers, workshops, and team building events.

The LWIA participates in Operation Preparation at area high schools, along with offering workshops during College Applications Week held at one area high school. Other career fairs are attended throughout the area to offer information regarding the LWIA's key sectors, Kentucky Career Center services, and WIA training opportunities.

LWIA staff serve on Steering Committees at Ohio County Area Technology Center and Webster County Area Technology Center.

Implementation timeframe:

The events are scheduled annually.

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Partners/players/stakeholders and role of WIB:

Health Career Exploration Day: GRWIB, Owensboro Medical Health System, Ohio County Hospital, and five area high schools.
Youth Summit: GRWIB, Owensboro Parks & Recreation, Kentucky Wesleyan College, Youth Council, and eighteen area high schools and middle schools.
ATC Steering Committees: GRWIB and Area Technology Centers
Operation Preparation/College Applications Week/Career Fairs: GRWIB, local colleges, and secondary schools.

The role of the GRWIB is to plan and implement the events and participate in conversations to address skills sets needed to support the needs of area employers.

Current status of initiative:

Health Career Exploration Day events will be scheduled in the fall of 2013.
Youth Summit was held on March 13, 2013.
Operation Preparation is held in March of each year.
College Applications Week took place in December.
Career Fairs are held throughout the year.
ATC Steering Committees meet twice annually.

Education Alignment Initiative (4)

Title: Youth Programming – Gas Welding Project

☒ **Initiative is a local innovation** ☐ **Part of a statewide initiative**

Initiative's mission and strategic goals:

Green River Workforce Investment Board created a program to incorporate basic skills, soft skills, occupational skills training (within the identified key sectors), and related internships to WIA eligible youth in the seven-county GRADD region. The goal of the program was to prepare youth to enter the workforce with all of the necessary skills needed to succeed. Proposals were solicited to offer a program using the abovementioned framework.

Implementation timeframe:

Proposals were received and reviewed and the Owensboro Community and Technical College was awarded a contract on April 15, 2013 to offer a Gas Welding program using the Accelerated Opportunities parameters. The program ended on August 30, 2013.

Partners/players/stakeholders and role of WIB:

GRWIB, Green River Youth Council, education, and business/industry. Ultimately, OCTC was the provider of the program services. The GRWIB provided eligibility

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determination, oversight and monitoring.

Current status of initiative:

Project end date was August 30, 2013.

III. Economic Development Alignment

Related statewide initiatives: Entrepreneurship, Work Ready Communities, Business Services Redesign-Unified Business Services)

Economic Development Initiative (1)

Title: Work Ready Communities

☐ Initiative is a local innovation ☒ Part of a statewide initiative

Initiative's mission and strategic goals:

The GRWIB is fully participating in and implementing this state initiative. Daviess and Henderson counties have been awarded Work Ready Community status; Union and Hancock counties have been awarded Work Ready Community In Progress status; McLean and Webster counties plan to submit applications in September 2013; and Ohio County in 2014.

Implementation timeframe:

Please refer to previous statement.

Partners/players/stakeholders and role of WIB:

Education, Economic Development, Business/Industry, Local Elected Officials, and Workforce Development. The GRWIB will continue to facilitate this project in the remaining counties.

Current status of initiative:

Daviess County and Henderson County have received Work Ready Community certification. Hancock and Union Counties are certified Work Ready In Progress. McLean, Ohio, and Webster Counties are currently working on county plans

Economic Development Initiative (2)

Title: Green River Business Services Team

☐ Initiative is a local innovation ☒ Part of a statewide initiative

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Initiative's mission and strategic goals:

The Green River Business Services Team is comprised of the required core team members as outlined in the Kentucky Career Center certification initiative, as well as extended team members to ensure certification standards are met and exceeded. Additionally, the team works to carry out the goal of the Business Services Redesign, which is a collaborative approach to meeting employer's needs that promotes close partnerships with economic development and education in order to find comprehensive solutions for employers.

The Green River Business Services Team Mission is as follows: "The Green River Regional Business Services Team aligns and responds to the needs of employers and job seekers through the collaborative optimization of workforce professional resources by communicating and customizing value-added business solutions."

Implementation timeframe:

The Green River Business Services Team was re-designed and organized in July 2012 and has met at least monthly since conception. The team is actively working on the Employer Services set of certification standards for the April 2014 application period. The team will continue to meet regularly after certification, to continue to sustain the workforce regions economic growth and improve service delivery.

Partners/players/stakeholders and role of WIB:

The Green River Business Services Team is comprised of "core team" members from the following agencies: Green River Area Development District, the Office of Employment and Training, Greater Owensboro Economic Development, Northwest KY Forward, Owensboro Community and Technical College, and Henderson Community and Technical College. "Extended team" members from Kentucky Adult Education and the Office of Vocational Rehabilitation also serve on the team.

The GRWIB has appointed a Business and Industry Committee to provide direction and guidance to the Business Services Team. Other responsibilities of the committee include: Initiate and coordinate business related activities of the WIB and the Business Services Team, including but not limited to grant activity, training programs, occupational demand activities, and coordination with other regional economic development activities; recommend new business initiatives to the WIB and the Business Services Team; assist the Business Services Team with the One Stop Certification Application and implementation; assure WIB representation in all major business and industry initiatives that will require activity or resources from the Green River WIB; conduct business and industry surveys as needed to identify emerging policy issues and program needs related to the workforce; define required business service training from a business perspective; identify program service gaps or interagency deficiencies and recommend programs or initiatives that will enhance customer service or respond to the developing workforce needs of the business customer; and ensure that programs are demand driven and are established and

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implemented according to the quality standards adopted by the Board.

Current status of initiative:

This is an on-going initiative. Please refer to Section, B, #11 (Unified Business Services Plan) for more in depth description. Progress highlights include:

The Green River Business Services Team Members have been designated as “points of contact” for each of the six high-growth industry sectors as identified by the GRWIB, and work to develop their expertise in the field through research and trainings. The BST has made significant strides in marketing employer services and developing relationships. Through two industry sector forums, numerous Chamber sponsorships, and other community events, the team is working to present the menu of services in a comprehensive way. The Regional Team Leader was selected to participate and received certification through the Kentucky Institute for Economic Development (August 2013), and shared the knowledge and expertise with the team to more effectively address employers needs and speak a common language.

IV. System Simplification

Related statewide initiatives: Alphabet Soup, Partner for Success, Case Management, [High Impact Workforce Investment Boards](#)

System Simplification Initiative (1)

Title: Kentucky Career Center Functional Team Alignment

☐ Initiative is a local innovation ☒ Part of a statewide initiative

Initiative’s mission and strategic goals:

The mission of the functional team initiative is to streamline service delivery at the Kentucky Career Center Green River, help eliminate service duplication, and identify and correct any gaps in service delivery. By organizing center staff into three groups related to function, not agencies, of The Greeting Team, Job Seeker Services Team, and Employer Services Team; members identify and address barriers to effective customer service and develop plans of action to correct deficiencies. Functional teams meet monthly and team leaders report out each month at the center wide staff meeting. The functional team alignment also correlates with the Kentucky Career Center Certification Initiative, to ensure Green River meets or exceeds the standards. The strategic goals are to improve both the job seeker and employers experience with the Career Center, facilitate more in depth collaboration amongst partner agencies, and provide all staff with a larger knowledge base of services available to customers

Implementation timeframe:

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Functional Teams were developed and leaders were selected in June 2013. Teams underwent initial training in August 2013, and will continue to meet monthly as this initiative will be on-going.

Partners/players/stakeholders and role of WIB:

The three functional teams consist of career center staff representing GRADD, the Office of Employment and Training, the Office of Vocational Rehabilitation, the Office for the Blind, and Experience Works.

Current status of initiative:

The functional teams have developed job descriptions, flow charts and next steps for action and are continuing to meet monthly. This is an on-going improvement initiative.

V. Customer Service

Related statewide initiative: Workforce Academy

Customer Service Initiative (1)

Title: Career Center Outreach
GOALS Program & ORR Program

☐ **Initiative is a local innovation** ☐ **Part of a statewide initiative**

Initiative's mission and strategic goals:

The mission is to provide Career Center Services to targeted populations in the community that are facing serious barriers to employment. This population of job seekers is dealing with drug and alcohol addictions, many of whom have one or more felonies. The goal is to prepare the individuals for employment after treatment and/or incarceration.

Implementation timeframe:

The GRWIB began assisting the GOALS Program in 2008 and the Owensboro Regional Recovery Program in 2010.

Partners/players/stakeholders and role of WIB:

The GOALS Program is a partnership with the Daviess County Detention Center, the KY Judicial System, RiverValley Behavioral Health, Family Anonymous, Narcotics Anonymous, SPARKY Program, Owensboro Community & Technical College, and the Hagar Foundation. The role of the GRWIB is to provide on-site employability skills workshop at the Daviess County Detention Center. The workshop is sixteen (16) hours of hands-on and intensive employability skills training. The workshop is offered bi-monthly to a class of 9 to 14 inmates.

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The Owensboro Regional Recovery Program (ORR) is a partnership with the ORR Board, RiverValley Behavioral Health, and the Homeless Council. GRWIB presents a monthly orientation and employability skills workshop as part of the Lifeskills Program for the Owensboro Regional Recovery Program clients at the Kentucky Career Center in Owensboro.

Current status of initiative:

This initiative is on-going.

Customer Service Initiative (2)

Title: Kentucky Career Center – County Offices

☒ **Initiative is a local innovation** ☐ **Part of a statewide initiative**

Initiative's mission and strategic goals:

The Green River LWIA works closely with the county career centers to provide services offered to employers and job seekers. Staff visit county centers on a frequent basis to assist in anyway and to offer workshops in resume writing, job search, etc.

Implementation timeframe:

On-going

Partners/players/stakeholders and role of WIB:

Green River LWIA, Career Center partners, and Local Elected Officials

Current status of initiative:

On-going

Customer Service Initiative (3)

Title: Job Seeker Survey and Customer Flow at the Career Center

☒ **Initiative is a local innovation** ☐ **Part of a statewide initiative**

Initiative's mission and strategic goals:

To align with the Kentucky Career Center Certification Initiative, the career center staff will listen to job seekers and measure effectiveness of the services provided, making changes as necessary. The goals include: Actively soliciting feedback from

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customers regarding the reason for their visit and the value of services received; center management staff regularly assessing services and service delivery to improve quality and increase time available for staff to meet with customers; and all agencies located in the center share their quantitative goals with one another. Additionally, tracking customer wait times and the movement of job seekers through the system is a major focus.

Implementation timeframe:

Surveys are currently being developed through several mediums and center staff will begin collecting feedback from job seekers in September 2013. The Greeting Functional Team and Job Seeker Services Functional Team will develop the plan for tracking customer wait times, and will begin reporting in the fall of 2013.

Partners/players/stakeholders and role of WIB:

Functional teams will work a great deal on collecting feedback through several survey mechanisms, both online, on paper and through conversations with clients. Center management staff will have the ultimate responsibility in assessing feedback and making recommendations for improvement. Stakeholders include: GRADD, the Office of Employment and Training, the Office of Vocational Rehabilitation, the Office for the Blind, and Experience Works. The role of the GRWIB is to actively request feedback from center management in regards to this data and actions taken to improve service delivery.

Current status of initiative:

Please see Implementation Timeframe above. This will be an on-going initiative. Additionally, The Career Center staff has developed an orientation video (completed August 2013) to the services available, as a way to make customers feel welcome, answer general questions and provide an activity during wait times.

Customer Service Initiative (4)

Title: Workforce Academy

☐ Initiative is a local innovation ☒ Part of a statewide initiative

Initiative's mission and strategic goals:

As outlined by the KWIB, the Workforce Academy initiatives mission is to build the capacity of Kentucky's Workforce System professional staff, in support of the broader vision for the transformation of the Commonwealth's Workforce Development System. The first phase of the academy, *Foundations for the Future*, provided education for staff to understand and be able to articulate a future vision for the KY workforce system, understand their role in the future system and how it changes from what they are doing now, own and accept being an advocate for change, understand how the future vision better serves job seekers and employers,

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and to formulate ideas about process changes and trainings need to transform the system.

Implementation timeframe:

Phase 1 of the Kentucky Workforce Academy Training was completed by all staff between October 2012 and March 2013. One certified trainer representing GRADD has completed the facilitator's training for Phase 2, *Understanding Kentucky's Career Center Certification Standard*, and will administer training to all staff when directed by the state. The Kentucky Workforce Academy initiative will be on going, as additional curriculum is made available from the KWIB.

Partners/players/stakeholders and role of WIB:

The Green River region had five certified KWA trainers who completed certification, representing GRADD and the Office of Employment and Training. All partners located in Green River career centers were required to attend Phase 1 training: GRADD, the Office of Employment and Training, the Office of Vocational Rehabilitation, the Office for the Blind, Experience Works, and representatives from satellite centers. Other partners who participated included representatives from: Owensboro Community and Technical College, Henderson Community College, the Herron Technical Center, Greater Owensboro Economic Development and Kentucky Adult Education. The role of the GRWIB is to support this initiative and ensure management staff from each agency requires new and existing staff to attend KWA trainings and use participant feedback to improve service delivery.

Current status of initiative:

Please refer to Implementation Timeframe above. Additionally, a comprehensive report of all staff feedback and ideas for *Foundations for the Future* was compiled by two of the trainers and distributed to all staff. The report is now being used as a guide and framework for action in the career center Functional Teams, the Business Services Team, and the Career Center Management Team.

Oversight/Monitoring Process – Describe the local board strategy to ensure continuous improvement to move the local system toward the Commonwealth's vision and achieve the goals identified in the [*WorkSmart Kentucky Strategic Plan*](#).

Effective monitoring and oversight of the Workforce Investment Act at the Federal, State and local levels is essential, not only to determine that all recipients and sub recipients of all grants awarded and funds expended under Title I of the Act are in compliance with the Law and the regulations, but also to ongoing program evaluation and planning. It is required for everyone participating to work hard and implement innovative practices to enhance sustainable economic and job growth. In accordance with Section 667.400 of the regulations, each of the three aforementioned administrative levels of government has a role in monitoring and oversight.

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The Green River Area Development District (GRADD) shall conduct on-site monitoring of all WIA funded contracts at least once during the program year. Not only will this ensure that the contractor is in compliance with the Law, but also with their contract. GRADD staff will be responsible for making the monitoring schedules and monitoring the contractors/vendors. Monitoring visits will be conducted in the spirit of technical assistance. Technical assistance may also be provided when requested or as necessary and appropriate throughout the year. Monitoring is intended to be a process that will add value to the quality of the programs made available throughout the region.

On-site monitoring visits will consist of a comprehensive review of program activities to include an overview of the contractor's compliance with local, state and federal laws, regulations, policies, procedures, expenditures, participant eligibility, and will include contractor and participant interviews.

Monitoring Reports

At the end of an on-site monitoring visit, a post monitoring discussion will be conducted with the contractor/vendor to cover any problems or findings and possible corrective action should be discussed. A written report and/or letter will be sent to the contractor/vendor describing any findings of deficiencies, recommendations, requirements for prompt corrective action, and institution of recovery of funds or debt collection, if appropriate. The report and/or letter will be sent within 20 working days of the monitoring visit. If a monitoring finding results in ineligible costs, the GRADD will notify the contractor, in writing and through registered mail, within 24 hours of the finding. The notification will include the amounts of funds to be repaid. The contractor will be given seven (7) working days to repay the debt. If it appears that the ineligible costs are due to possible fraud, all payments to that contractor will be stopped until the matter is either resolved or deliberate fraud is determined. The Green River ADD will complete and file an incident report. An incident report will be completed for any alleged fraud, misfeasance, non-feasance or malfeasance, misapplication of funds, gross mismanagement, or employee/participant misconduct.

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Section B: Program Operations

This section collects information required by “WIA Law, Section 118: Local Plan” in order for LWIBs to receive their base funding.

1. Keeping the changing economy in mind, describe the workforce investment needs of your local area:

a) Businesses

A survey of employers conducted in February 2012 (133 respondents) by GRWIB and the Tri-State Manufacturers’ Alliance found that the skills and attributes lacking with both applicants and new hires is work ethic, technical knowledge, workplace attributes, and academic competencies. Work ethic was considered the most severe problem (good attendance, motivation to improve, positive attitude, respectful, and drug free). Lack of technical knowledge was ranked second most severe and includes knowledge of basic principles (e.g. profit/loss), quality processes, basic manufacturing principles, statistical applications, safety issues, and computer applications. Workplace attributes ranks third and includes the ability to work in teams, solve problems, be creative, follow instructions, and function in a team environment. The fourth issue identified is academic competencies, including the ability to read and comprehend complex technical information, applied math, and writing skills.

The ERISS survey, the largest employer survey ever undertaken in our region, was completed in 2013. Please visit the Kentucky Labor Market Information and Employer Portal at www.usworks.com/kentuckyjobs for access to the most current, in-depth labor market information in the region. This site is beneficial to employers, jobseekers, education providers and workforce professionals. For our local businesses, it also provides a free personalized Human Resources web application that provides employers with current wages for hundreds of local occupations; free, private job postings; job descriptions; access to lists of local employers searchable by industry zip and county; childcare resources; a directory of in-depth training and education resources in the region and much more. Our staff is also able to access all the information, search employers by counties, industry sector, projected growth, or by any other measure gathered in the survey. The application allows staff to send out mass email blasts to local employers, which has been utilized already by the Green River Business Services Team.

The GRWIB has identified a strong demand by local business and industry for incumbent worker training. Employers want to promote successful employees to higher skill/technical jobs and back-fill with the entry level workers. Employers also want to hire applicants that have actual hands-on work experience, and not just academic credentials.

In June 2013, the Green River Business Services Team hosted two forums, one for the Banking and Financial Services Industry and for the Transportation, Distribution and

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Logistics Industry. The purpose of this forum was to foster communication and seek feedback from industry leaders and professionals, in order to identify current and future challenges, obstacles, and opportunities for collaboration among workforce development entities. These two industries have been identified by the GRWIB as a high growth, high demand sectors and it is imperative businesses and service agencies establish strong partnerships to ensure the economic success of this critical field.

The Banking and Financial Services Industry highlighted the major needs and issues facing their economic success. The industry is highly competitive in regards to revenue, recruitment, and retention. Many financial organizations hire employees who have left their competitors. A major challenge is keeping employees for the long term. The industry is heavily regulated, which are at times, costly, inconsistent, and inconsiderate of bank size. Many times the regulations do not solve the issues at hand and are distracting from other work or customer needs. A huge issue in regards to applicants, new hires and incumbent workers is the lack of soft skills, and specifically, business etiquette. The lack of skills in business writing, speaking to clients, speaking on the phone, professionalism, work ethic, and using social media appropriately are concerns that workforce development professionals must do a better job at addressing. Customer service skills are absolutely critical in this industry, especially those employees who must deal with difficult or challenging clients. A lack of qualified applicants for open positions is also a major barrier in this industry. Many applicants lack the work experience and educational background to be hired, which has contributed to the majority of financial services institutions using employee referrals, word of mouth, and internal promotions as their main method of hiring.

The Transportation, Distribution and Logistics Industry described their needs as well. There is a serious shortage of drivers, as well as candidates who have experience in the field, and/or technical skills necessary to fill the gaps as employees retire. There is a lack of training opportunities locally for drivers, and it would be helpful if more means of financial assistance were available or identified in this region. Recruiting and building an interest in the industry is a challenge. It is somewhat of a “dying trade,” and younger workers are either not informed about these types of careers, or have an interest in this sector. There are infrastructure issues that need to be addressed on the local, state and nation levels, which would trickle down to increase the productivity and economic impact of this industry. The lack of soft skills of job applicants, new hires and incumbent workers are a major concern, specifically in regards to showing up on time, not calling in, an “entitlement” attitude, and business etiquette. credentials.

b) Job seekers

Job seekers are primarily looking for family sustaining wages and fringe benefits (health insurance). Education and training are considered as a means to obtain these wages and benefits. Job seekers need access to accurate and timely labor market information and training program information to guide in making good decisions. In addition, partnering with Adult Education providers, Drug/Alcohol Counseling and Rehabilitation; soft skills

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training; and financial literacy job seekers are afforded the opportunity to address and overcome any barriers that may affect employability and job retention.

Special categories of job seekers including the long-term unemployed and ex-offenders have special needs to overcome employment barriers. Dislocated workers need to certify skills transferrable from previous work experience. GRWIB has also identified a strong demand for internship opportunities for youth that are dealing with low employment participation rates (nationwide unemployment rate for teens is 33%). Overall, job seekers need to be computer literate, have strong work ethic and soft skills.

Jobseekers may also register on the ERISS application at www.usworks.com/kentuckyjobs to search for employment. The application pulls job listings from several popular job search databases, and job seekers can search based on criteria such as location, keyword, job title, and much more. Kentucky Career Center frontline staff can utilize this website as an additional tool to help their clients find employment and methods to apply.

c) Workers

Workers require certification/documentation of skills acquired on-the-job. There is a strong demand for incumbent worker training leading to opportunities for advancement. The needs of workers was determined by reviewing regional demographic and workforce skills information (Kentucky State Data Center, EMSI Complete Employment 2011.4, 2011 GRADD CEDS, US Bureau of the Census, US Bureau of Labor Statistics), by employer feedback, and by daily interaction with job seekers and employers in the area career centers. Please see www.gradd.com for the Green River Regional Economic Growth Strategy which gives the detailed information from various sources, including employer feedback.

2. Describe the current and projected employment opportunities in your local area.

Based on the analysis of the Regional Economic Growth Strategy (May 2012), the employment outlook highest areas of job growth between 2011-2021 include: Healthcare, with a projected net change of +2,225 jobs; Administrative Services, with a net change of +1,827 jobs; Oil, gas and mining, with a net change of +838 jobs; Local government including public education, with a net change of +829 jobs; Retail trade, with a net change of +810 jobs; Finance and Insurance, with a net change of +734 jobs; and Property Sales and Leasing, with a net change of +688 jobs. The major industry clusters of growth were identified as: Manufacturing, Local Government, Retail Trade, Healthcare, Restaurants/Bars/Hotels, Administrative Services, and Personal Services. Manufacturing jobs (approximately 43,000 in the region) were then broken down into individual industries, with Transportation equipment being the largest in that sector, with over 8,000 workers.

3. Describe the job skills necessary to obtain such employment opportunities.

Job Skills necessary to obtain such employment opportunities range considerably based

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on the position in question. However, one over-arching theme through labor market data and by listening to area employers is the value of soft skills that so many job seekers lack and do not understand. More specifically to the projected growth positions, skills and education background in areas such as nursing, management skills, maintenance, industry machinery mechanics, plumbing, pipefitting, steam fitting, accounting, electrical, computer systems information, and medical assisting are in high demand, and critical to gain employment in one of the above mentioned positions, as identified in the Regional Economic Growth Strategy.

4. How does the LWIB ensure continuous improvement of its providers?

Training is facilitated by using the Eligible Training Provider List and Individual Training Accounts (ITA). By continuously monitoring the employment outcomes of trainees, the GRWIB can be flexible in approving ITA's with training programs that are meeting employment outcomes. Continuous improvement of other adult, dislocated worker and youth providers is ensured by monitoring, technical assistance, and the case management of clients. GRADD's Quality Control Specialist closely monitors provider and program performance. Currently, the LWIA goes through the ETPL application process annually.

5. List the continuous improvement activities in which your local providers and partners participated in PY 2012.

Career Center partners were invited to attend a webinar series that was fast-paced, tip-filled, and reality-based designed to continuously improve. The series entitled "The Emerging, New Vision for One-Stop Centers: What the Best Centers Are Doing to Reinvent Service Delivery" was presented by Greg Newton.

The series discussed what we can learn from the innovators that will help us to continuously improve. The partners, center leaders and staff all gained from getting the scoop on the latest trends and tactics in One-Stop service delivery, conducting a self-evaluation of current operations, identifying priorities for change, and finding the little (and big) things you can do to make your Centers work even better.

Please refer to Statewide Strategic Areas of Focus that include statewide initiatives and local innovations.

6. Provide a list of planned continuous improvement activities for PY 2013-2014 in which your local providers and partners will participate.

Functional Teams: Kentucky Career Center Green River's functional teams will continue to meet monthly and team leads will report out at the center wide staff meetings. Teams will constantly set goals, be advocates for change, implement changes, and work to more effectively communicate between agencies, which will in turn offer greater customer services for job seekers and employers alike.

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- Entrepreneurial Efforts: The Green River Business Services Team has partnered with 5/3 Bank to market and educate job seekers and employers on their program SmallBizU, a free tool to those who would like to start their own business or grow their small business. It features over 3,500 slides, 20 core classes and a comprehensive entrepreneurial master class curriculum which teaches participants about money, marketing and management. The Business Services Team is going to help host classes at the area career centers, assist in Chamber and Economic Development events to promote the program, and to market this service to employers in our area.

7. What new initiatives is the LWIB implementing to ensure that the local workforce system meets the needs of employers and participants?

The GRWIB will continue to review the Regional Economic Growth Strategy and determine what has been accomplished and what is left to be done. Sector Forums are being held to hear from employers regarding their needs to ensure the LWIB is able to provide adequate and appropriate services. College and Career/Job Fairs are held throughout the year to assist employers and job seekers.

8. Performance Standards. What is the rationale for the LWIB negotiated performance measures? – Refer to Attachment A.

The Green River Local Workforce Investment Area (LWIA) agrees to accept the same performance measures for PY 2012, **with the exception of the Adult Average Earnings**. We would like to renegotiate this measure.

The LWIA offers on-the-job training (OJT) opportunities because it is a way for individuals to gain entry to employment and acquire the knowledge, skills and abilities that are essential to the full and adequate performance of the job. It is a top priority in the training strategy for Green River and we are committed to developing those opportunities for job seekers and employers. One goal of the strategic plan for Green River is to introduce Advanced Manufacturing jobs to youth and young adults.

In past years, our Adult Average Earnings were significantly higher than previous years due to incumbent worker grants and on-the-job training in the coal industry, both of which were high wage jobs.

For PY13 over forty adult OJTs were developed in Advanced Manufacturing, a key sector for Green River. The target group was unemployed, unskilled, and entry level workers (young adults). Of those employed, 4% were high school dropouts, 69% were high school graduates, 16% had obtained a GED and only 11% were high school graduates with some college classes. This provides a career pathway to employment in advanced manufacturing. The employees are offered scholarship assistance to further pursue higher education to obtain occupational skills certifications. In targeting those who do not have skilled trade certifications or experience we have taken reduction on the average wage earned (typically \$8.00-\$13.00 per hour), but in doing so these employees are offered an opportunity to receive on the job training and gain work experience. The

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majority of the employees were between the ages of 20-29. As mentioned above, this group was lower skilled, lacked experience, and did not possess formal certifications. Approximately 75% of the participants have remained with the employer who offered the OJT and will receive incremental pay increases after meeting required benchmarks with the company and/or advancement opportunities.

- 9. What percentage of the participants will be in training programs (not pre-vocational services) that lead to targeted high-growth and high-wage industries, demand driven occupations, and/or career ladder occupations as identified in Section A?**

95%

- 10. What is the LWIB plan to help Kentucky increase by 10 percent the number of people who receive training and attain a degree or certificate through the following programs by June of 2015: WIA Title I-B programs, National Emergency Grants and Trade Adjustment Assistance?**

Due to funding reductions and sequestration, it is unlikely that the LWIA will be able to increase the number of people in training. However, the LWIA has been awarded a DWT-NEG to serve additional dislocated workers and will continue to provide TAA services.

- 11. Describe the LWIB's Unified Business Services processes. (May attach separate Unified Business Services Plan)**

Attached is a Business Services Team information sheet. However, the BST strategic plan will be complete in the near future, which will include the roster, menu of services, communication plan, flow chart, job descriptions and goals of the team.

- 12. How does the LWIA notify Rapid Response and/or Business Services team members to coordinate services when a business may be actually or potentially considering a layoff?**

When any member of the Local Area Rapid Response Team (LARRT) is notified of a current or impending layoff or closure, the other team members along with the State Rapid Response staff will be notified immediately via email. The team will decide the most appropriate member to make the employer contact. If the notice is received in the normal course of business with an employer, that team member will/can begin the information gathering process with the employer prior to notifying the team. If a WARN notice is received by a team member, the original notice will be forwarded to the State RR team immediately. A copy of the WARN will be distributed to the other team members. The designated team member will attempt to contact the employer within 24 hours of the WARN or other notification.

- 13. How does the LWIA respond to and secure information when there is a possibility of a mass layoff? How is this information communicated to local and state Rapid Response and Business Services teams?**

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The LWIA is notified by a WARN notice, by direct employer contact due to strong, established relationships, or through the media. At that point, the Rapid Response team and the State Rapid Response Coordinator are notified regarding the layoff. This is also noted on the Rapid Response tab in EKOS.

14. What is the LWIA process to inform the state of local Rapid Response events?

The local Rapid Response Coordinator notifies the state Rapid Response Coordinator and posts a comment on the Rapid Response tab in EKOS.

15. How does the LWIA respond to or assist companies that are potentially TAA certifiable?

The local Rapid Response Coordinator informs the employer of assistance that can be offered in filing a Trade petition and then notifies the Regional Trade Facilitator. Assistance can be offered by the LWIA, the Regional Trade Coordinator, the employees of the affected company, or the employer. A member of the Rapid Response team will contact the Cabinet for Education and Workforce Development communications office with meeting dates, times, and other pertinent information.

16. What is the process used to provide assistance to a company that is DOL Trade-certified?

For any potential or definite layoff, Rapid Response meetings are scheduled to make the affected employees aware of benefits that may be available to them. If trade petition certification is known at the Rapid Response meetings, trade orientations will be scheduled at that time. If a Trade petition has not been filed, assistance will be offered as mentioned in #15. Otherwise, impacted workers will be notified by letter sent by OET and LWIA. State staff will be made aware of the meeting times and places. The local Trade Program Coordinator and LWIA staff will discuss trade program benefits and affected workers will complete the trade enrollment forms. We closely follow our regional trade plan where both LWIA staff and the State Trade Act staff work together to schedule sessions to provide trade orientation with affected workers. Both LWIA and State Trade Act staff are present at these orientations to ensure all questions are answered. To expedite training for trade impacted individuals, we have constant communication with our local state trade coordinator. We work closely together to ensure training needs are met and that each individual receives appropriate benefits.

17. Provide the current Trade Regional Plan. (May attach separate Trade Regional Plan)
The Plan must include:

- **Updated to date with the latest Trade Law, as amended.**
- **The process employed from the point of Petition Certification to Trade participant post-exit follow-up.**
- **Roles of both OET and WIA and other partners as applicable.**
- **Compliance with 618.890 merit staffing regulations.**

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Plan is attached.

18. How will your LWIA work with OET in calling in and conducting orientation sessions for people who are chronically unemployed? (*chronically unemployed - those who are not employable because of their lack of skills, education, and experience*)

LWIA will work closely with OET to ensure the chronically unemployed are aware of all Career Center services. The REA program is designed to promote early intervention and continuous engagement with our most difficult to serve customers. These are customers who are receiving unemployment insurance, and have been identified as likely to exhaust their benefits. The goal is to provide a heightened level of service to these customers and enhance rapid re-employment.

A power point will be utilized by the career center for orientation sessions for our customers. The goal is to ensure our customers are receiving consistent information regarding the purpose of the career center and the services we provide and/or refer to.

Developing and utilizing a consistent orientation session statewide for our customers is a vital step toward supporting our brand promise and truly moving toward integrated service delivery for our customers.

19. Describe the process in which partners (i.e. Wagner-Peyser) will ensure some level of enhanced services to the chronically unemployed and UI applicants selected for Reemployment and Eligibility Assessment (REA). Describe what services will be offered such as job placement activities, resume writing or interviewing workshops, etc.

OET will administer the REA program adhering to the guidelines specified in the grant. An Individual Employment Plan (IEP) will be prepared for those selected to participate in REA. During the assessment a determination will be made on what services are necessary for the customers including resume writing, interviewing skills, or basic job placement activities. These services will be provided in conjunction with all partners. A list of all partners and services will be given to the REA participants.

20. What is your strategy to ensure that job-ready job seekers enrolled in your programs (including non-program Universal Customers), are registering in FocusCareer and are making their resumes viewable to employers?

Individuals who are drawing UI benefits are required to update resume information in FocusCareer. If they have a resume on file with GRADD, it is uploaded into the FocusCareer system.

New clients in the Career Center are taught to register in FocusCareer and are provided staff assistance.

When services are provided, (a) clients are asked if they are registered with OET or (b) EKOS information is reviewed for verification of registration. In looking at EKOS, it can be determined by their username and password if the client has completed

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FocusCareer. All clients are encouraged to make their resumes viewable to employers.

- 21. Describe how youth activities are provided in the LWIA (in-house, contractors, combination, etc). Provide a brief description of a current or recent exemplary youth program or activity and a brief description of any anticipated new youth programs or activities envisioned by the LWIA.**

See page 11, “Education Alignment Initiative (4)” regarding youth project. The LWIA will use this model to enhance and build future programs similar to the Gas Welding Project.

- 22. Identify the criteria used in awarding grants for youth activities, including criteria used to identify effective and ineffective youth activities and providers of such activities.**

See Procurement Policy in #24.

- 23. Provide a description of the process used by the LWIB to provide an opportunity for public comment, including comment/input by representatives of business and labor organizations, prior to submission of the plan.**

The draft Local Area Plan is submitted to the GRWIB and to the Green River Area Development District Board of Directors for review and comment. A press release is distributed to local media to notify the public that the Local Area Plan is available for a 30 day public comment period. The Local Area Plan is posted on the GRADD website with information for posting comments.

- 24. Describe the competitive process to be used for awarding the grants and contracts in your local area for WIA activities.**

Procurement Policy:

For the procurement of goods and services, the Green River Workforce Investment Board, and it's designees, will adhere to the Kentucky Model Procurement Code (KRS Chapter 45A), provided that such procurement procedures also comply with the “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments” (OMB Circular A-87, codified at 29 CFR part 97).

The Green River Area Development District (GRADD) will maintain an updated listing of institutions, firms, and other organizations which can be used for acquiring goods and services. The lists will include sufficient numbers of sources to ensure maximum open and free competition.

Procurement of Youth Services: WIA youth services shall be procured on a competitive basis. The GRADD shall notify potential service providers of the bid solicitation via mail, newspaper, and/or telephonic means. Methods used for each RFP notification should demonstrate that an adequate number of qualified sources were made aware of the notification to permit reasonable competition consistent with the nature and

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requirement of the procurement.

The GRADD will develop Request for Proposal (RFP) packages. The RFP packages shall provide a clear and accurate description of the services being procured without containing features that unduly restrict competition. Each RFP package will contain, at a minimum, background information and program objectives, scope of work and requirements, period of performance and performance expectations, reporting requirements, miscellaneous compliance issues, a deadline date for submission, the process for reviewing proposals.

Procurement of On-the-Job Training Contracts: On-the-Job Training (OJT) agreements shall be procured on a sole source basis. The GRADD will develop individual OJT agreements when on-the-job training has been deemed the most appropriate training avenue for clients.

Procurement of Equipment, Supplies and Other Small Purchases: Equipment, supplies and other small purchases with an aggregate cost of not more than \$10,000 can be procured in a simple and informal manner with the understanding that rate or price quotations will be documented from an adequate number of qualified sources. Miscellaneous supplies and other small items that are purchased regularly throughout a program year do not require documented price quotations every time such items are purchased during the program year.

Procurement of Miscellaneous Goods & Services: The Green River Workforce Investment Board shall refer to the Kentucky Model Procurement Code (KRS Chapter 45A) and the "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" (OMB Circular A-87, codified at 29 CFR part 97) to determine the appropriate procurement method when procuring goods and services not listed above.

Procurement Procedure

The following procedures for the procurement and selection of service providers shall be in effect until such time the Green River Workforce Investment Board changes them.

1. Competition

The Green River Area Development District (GRADD) shall ensure that all procurement transactions, regardless of whether by small purchase, sealed bids, competitive proposals, or noncompetitive proposals, shall be conducted in a manner which provides full and open competition, whenever possible.

The GRADD shall maintain an up-to-date list of institutions, agencies, or other organizations that are interested in providing goods and services in the region. Any

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person, agency, or other organization interested in being placed on the bid list can do so at any time. The list shall contain a sufficient number of qualified sources to ensure maximum open and free competition.

The GRADD will maintain records sufficient to detail the significant history of each procurement.

2. Conflict of Interest / Code of Standards

The Green River Workforce Investment Board (WIB), the Green River Youth Council (YC), and the GRADD shall maintain a written code of standards to ensure that no individual in a decision-making capacity shall engage in any activity, including participation in the selection, award, or administration of a subcontract supported by WIA funds when a conflict of interest (real or apparent) would be involved. The officers, employees, or agents of an agency making an award of WIA funds will neither solicit or accept gratuities, favors, or anything of monetary value from a WIA subcontractor unless it is of nominal intrinsic value.

The members of the Green River WIB, the Green River YC and employees of the GRADD must adhere to this code of standards to avoid organizational conflict of interest, personal conflict of interest, and the appearance of conflict of interest when carrying out their responsibilities under the WIA.

A conflict of interest would exist if an individual with decision-making responsibilities participated in a discussion or decision that would financially benefit that individual; an immediate family member of that individual; or an organization which employs (or is about to employ) that individual or an immediate family member of that individual.

Each member of the Green River WIB, the Green River YC and each employee of the GRADD must identify when they have a conflict of interest (including a potential conflict of interest) and refrain from any discussion or decision on a subject. Such identification should be vocalized and occur prior to any discussion (or as soon as a member/employee realizes there may be a conflict of interest).

3. Methods of Procurement

The Green River WIB, the Green River YC and the GRADD shall utilize the accepted methods of procurement as outlined in the Kentucky Model Procurement Code, KRS Chapter 45A. (Refer to the Green River WIB Procurement Policy)

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Every proposal package for training/services shall include, at a minimum, the following items.

General Information

- A. Target Groups to be Served
- B. Scope of Work/Purpose of the Solicitation
- C. Coordination Requirements
- D. Allowable Costs
- E. Who to Contact for Questions About Request for Proposal Package
- F. How and When to Submit Proposals
- G. How Proposals will be Evaluated
- H. Statement Regarding Right to Reject any/all Proposals
- I. Instructions for Completing Proposals

Sufficient time shall be scheduled which allows for all phases of the procurement process to be carried out.

4. Selection of Service Providers

Only those people who shall be involved in the review process shall have access to proposals and review information. Those involved during the review process shall include staff of the GRADD and members of the Green River WIB and Green River YC. No information regarding any proposal shall be provided to other individuals or agencies during the review process.

The proposals shall be logged in as they are received at the GRADD. Following the due date for proposal submission, the proposals will be distributed to those individuals who will be involved in the review process. The review process shall encompass GRADD identifying “responsible bids”, conducting a compliance review with the Act and conducting a cost/price analysis. The YC shall verify responsive and non-responsive bids. Youth proposals shall then be reviewed by the Green River YC. Following GRADD and YC review, the Green River WIB shall examine all review criteria findings and the cost/price analysis prior to making a decision on the proposal. The Chief Elected Officials (i.e., the GRADD Board of Directors) shall review and ratify the decisions.

Criteria used to select service providers shall include but will not be limited to the effectiveness of the agency or organization in delivering the training based on demonstrated past performance; the planned target groups; the program design; the cost effectiveness; the management; and the likelihood of meeting performance goals.

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5. Cost or Price Analysis

The GRADD shall conduct a cost or price analysis in connection with every procurement action.

6. Oversight

The GRADD shall conduct and document oversight to ensure compliance with the procurement standards. The GRADD shall maintain a contract administration system that ensures contractors perform in accordance with the terms, conditions, and specifications of the contracts or purchase orders.

7. Transactions Between Units of Governments

Any contracts between the Green River WIB (GRADD) and units of local government shall be conducted on a cost reimbursement basis.

8. Contract Provisions

The GRADD shall ensure that each subcontract will clearly specify deliverables and the basis for payment, and will contain, at a minimum, the following clauses:

- A. General Provisions of the Second Party that includes audit responsibility, subcontracting requirements, fidelity bonding, contract close-outs, reporting requirements, participant workplace requirements, procurement standards, participation requirements, and grievance procedures.
- B. General Provisions of the First Party which includes financial/ reimbursement practices and program operations.
- C. Process for Extensions or Amendments
- D. Social Security Requirements
- E. Processes for Cancellation of Contracts
- F. Financial Management Systems
- G. Non-Discrimination Clauses
- H. Access to and Maintenance of Records
- I. Purchasing and Specifications
- J. Conflict-of-Interest Laws and Principles
- K. Copyrighting
- L. Certification Regarding Lobbying
- M. Certification Regarding Debarment

9. Amendments

Any amendments to contracts which change the scope of the training being offered or

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the total budget amount shall adhere to these procurement procedures. All amendments must have the authorized representative's signature.

10. Disputes

Any disputes that arise due to the funding decisions made by the Green River Workforce Investment Board shall be handled through an Appeals Process. A grievant shall have 30 days from the date of the WIB decision to file a written appeal. An Appeals Board shall hear the complaint within 30 days of receipt of a written appeal and then render a final decision in writing. The final decision must be made within 30 days of the appeal hearing. The Appeals Board shall be made up of members of the Green River Workforce Investment Board and members of the GRADD Board of Directors, with the GRADD Board of Directors having a majority of the membership on the Appeals Board. The decision of the Appeals Board shall be final.

11. Records and Documentation

The GRADD shall maintain records sufficient to detail the significant history of each procurement. All active contracts shall be readily accessible at the GRADD. Files kept on each active contract shall include:

- A. Negotiation File - includes all information that up to the time of writing the contract or writing any amendments.
- B. Contract File - includes the copy of the contract with the original signatures.
- C. Documentation File - includes the final copy of the proposal and any/all correspondence or documentation that transpires during the course of the contract period.
- D. Monitoring File - includes all information on the monitoring of the contract, including monitoring tools and reports.
- E. Invoice Files - includes all invoices received and paid.

Upon completion of any/all contracts, the GRADD shall store the files on each contract until such time that their disposal is allowable.

12. Termination of Contracts

The Green River WIB shall retain the authority to terminate contracts during the term of the contract for either cause or convenience.

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Section C: System Operations and Attachments

In this section, LWIBs must provide information needed to ensure that the local workforce delivery system meets certain legal requirements as well as complies with agreements between OET and LWIAs. This section also asks for information needed to respond to requests from legislative leaders, local leaders, Education and Workforce Development Cabinet's executive management, and other interested parties. *(As with the state plan submitted to the Department of Labor, local areas should update their contact information if there have been changes to the individuals listed since the last submittal. This process is simply a contact change—not a requirement to modify the local plan.)*

- 1. List contact information for the designated site representative(s) at each of your comprehensive career center locations. If there is more than one contact, please include.**

Location:	Kentucky Career Center – Green River	
Contact:	1) Michelle Drake	2) Karen Dueker
Title:	1) Business Services Manager, GRADD	2) Regional Program Manager, OET
Phone:	1) 270-686-2542	2) 270-686-2506
E-mail:	1) Michelle.drake@ky.gov	2) Karen.dueker@ky.gov

Location:	Kentucky Career Center - Green River	
Contact:	1) Jason Cole	2) Brenda Crabtree
Title:	1) VR District Manager, Owensboro	2) Experience Works Employment & Training Coordinator
Phone:	1) 270-686-2533	2) 270-686-2521
E-mail:	1) Jason.cole@ky.gov	2) BrendaF.crabtree@ky.gov

Location:	Kentucky Career Center - Green River	
Contact:	1) Darlena Smith	2)
Title:	1) OFB Counselor, Owensboro	2)
Phone:	1) 270-687-7306	2)
E-mail:	1) Darlenak.Smith@ky.gov	2)

Location:		
Contact:	1)	2)
Title:	1)	2)
Phone:	1)	2)
E-mail:	1)	2)

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2. List the contact information for the person responsible for the WIB's rapid response activities.

Contact:	1) Michelle Drake	2)	
Title:	1) Business Services Manager, GRADD	2)	
Phone:	1) 270-686-2542	2)	
E-mail:	1) Michelle.drake@ky.gov	2)	
Reports to:	Tonya Logsdon		

3. List the contact information for the person responsible for the WIB's business services activities.

Contact:	1) Jamie Kays	2)	
Title:	1) Employment Specialist, WIA	2)	
Phone:	1) 270-686-2547	2)	
E-mail:	1) Jamie.kays@ky.gov	2)	
Reports to:	Michelle Drake		

4. List contact information for the local person responsible for Americans with Disabilities Act (ADA) for all partner programs in your area.

Contact:	1) Jason Cole	2)	Donna Brown
Title:	1) VR-District Manager, Owensboro	2)	VR Counselor, Owensboro
Phone:	1) 270-686-2533	2)	270-687-7308
E-mail:	1) Jason.cole@ky.gov	2)	Donna.brown@ky.gov
Reports to:	Commissioner Beth Brinley		Jason Cole

Law Reference: 29 CFR 37.25 – Responsibility of Equal Opportunity Officer
Law Reference: 29 CFR 37.23 – Designation of Equal Opportunity Officer

5. List contact information for the local person responsible for Equal Opportunity and completing the Discrimination Complaint Log. (*Section 188 of the WIA or 29 CFR Part 37*)

Contact:	1) Michelle Drake	2)	Mike Gray
Title:	1) Business Services Manager - WIA	2)	Workforce Specialist
Phone:	1) 270-686-2542	2)	270-687-7297
E-mail:	1) Michelle.drake@ky.gov	2)	MichaelD.gray@ky.gov
Reports to:	Tonya Logsdon		Karen Dueker

6. List contact information for the person responsible for English as a Second Language (ESL) for all partner programs in the local area.

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Daviess County
Vicki Boyd
270-686-4444
Vicki.Boyd@kctcs.edu
KCTCS
1501 Frederica St.
Owensboro, KY 42301

Hancock County
Jacqueline Robertson
270-927-8066
Jackie.Robertson@hancock.kyschools.us
Hancock County Adult Education
1605 US Highway 60 West
Hawesville, KY 42348

Henderson County
Pamela Buchanan
270-831-9648
Pam.Buchanan@kctcs.edu
KCTCS
2660 South Green Street
Henderson, KY 42420

McLean County
Susan Jollay
270-231-0338
Susan.McPherson@kctcs.edu
Skill Train
200 Highway 81 North
Calhoun, KY 42327

Ohio County
Susan Jollay
270-298-4470
Susan.McPherson@kctcs.edu
Ohio County Adult Education
130 E. Washington St. Suite 106
Hartford, KY 42347

Union County
Pamala Wilson
270-831-9649
Pamala.wilson@kctcs.edu

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KCTCS
2660 South Green Street
Henderson, KY 42420

Webster County
Mary Steely
270-667-9992
Mary.Steely@webster.kyschools.us
205 Maple Street Suite B
Providence, KY 42450

7. List contact information for the person responsible for local customer relations such as recording/reporting incidents and non-discrimination complaints. (i.e. customer is injured in one-stop career center; customer complaints about non-professional service, etc.)

Contact:	1) Karen Dueker	2)
Title:	1) Regional Program Manager, OET	2)
Phone:	1) 270-686-2506	2)
E-mail:	1) Karen.dueker@ky.gov	2)
Reports to:	Lori Collins	

List the programs for which this individual is responsible for providing customer relations.

Wagner-Peyser Employment Services

8. If the individual listed above is NOT the person responsible for customer relations for any of the core partner programs, list the contact information for the person responsible for customer relations for each of the other programs.

Program(s)	WIA
Contact:	Michelle Drake
Title:	Business Services Manager, GRADD
Phone:	270-686-2542
E-mail:	Michelle.drake@ky.gov
Reports to:	Tonya Logsdon

Program(s)	OVR
Contact:	Jason Cole
Title:	VR District Manager - Owensboro
Phone:	270-686-2533

LOCAL WORKFORCE INVESTMENT BOARD PLAN

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E-mail: Jason.cole@ky.gov
Reports to: Commissioner Beth Brinley

Program(s) Senior Employment
Contact: Brenda Crabtree
Title: Experience Works Employment & Training Specialist
Phone: 270-626-2521
E-mail: BrendaF.crabtree@ky.gov
Reports to: _____

9. Does the local area have in place an agreed upon WIA Discrimination complaint process per 29 CFR Part 37.76-77?

☒ Yes ☐ No

If no, is there a plan in process to develop a discrimination complaint procedure?

☐ Yes ☐ No

10. List contact information for the person responsible for local data in the Kentucky Career Center facilities.

Contact: Paula Snyder
Title: Workforce Program Manager
Phone: 270-926-4433
E-mail: paulasnyder@gradd.com
Reports to: Jodi Rafferty

11. Complete Attachment D – *Workforce Investment Area Sub-Grantee List* and provide a current listing for each of the LWIA Sub-Grantee names, services provided, funding source, city and state of Sub-Grantee, and whether the Sub-Grantee/Provider is located in a Kentucky Career Center.
12. Complete Attachment B – *Workforce Investment Board/Council Membership List* and provide current contact information for the members of the local workforce investment board, including any vacancies, and the organizations that are represented on the board. Indicate whether the business representatives come from “targeted high-growth/high wage” industries, and/or provide demand driven occupations.
13. Briefly describe the LWIB’s policy and timetable for filling vacancies, replacing/reappointing individuals whose terms have come to an end. Include in your description any plans to fill the terms that will be expiring as of June 30, 2014.

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The Green River Area Development District Board of Directors, representing Local Elected Officials, review all expiring membership terms in November and make re-appointments or nominations are reviewed to make a new appointment. If there is a need to replace a member during the calendar year, nominations are reviewed by the GRADD board and an appointment is made to complete the term.

According to DOL Training and Employment Guidance Letter (TEGL) 10-09 program operators/service providers are required to provide Veterans Priority of Service in 20 DOL-funded programs. These programs include WIA Adult and Dislocated Worker formula funded programs, Wagner-Peyser Employment services, Trade Act Programs, National Emergency Grants, Senior Community Service Employment Programs (SCSEP), Migrant/Seasonal Farmworker Programs, H-1B Technical Skills Training Grants, Job Corps, WIA Demonstration Projects, Youth Opportunity Grants, pilots, and Research and Development.

Final rules (dated December 19, 2008) for Veterans Priority of Service as it relates to DOL programs.

Veterans' Program Letter (VPL) 07-09 (dated November 10, 2009) implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in Whole or in Part by the U.S. DOL.

Considering the Public Law cited here, answer the following questions pertaining to your local process and procedures that ensure that Veterans receive priority of service.

14. What is the process you use to identify Veterans coming into your Kentucky Career Center?

The Green River Workforce Investment Board (LWIB) has received Title 38 U.S.C. 4215(b) and 20 CFR Parts 1010 which provides "Priority of Service" to veterans for all Department of Labor funded programs. The Kentucky Career Centers located in the Green River LWIA have a Priority of Service poster prominently displayed near the entrance which defines Priority of Service and describes who is eligible. Additionally, each customer entering the Kentucky Career Center receives a questionnaire which is used to determine whether the customer is Priority of Service eligible. If the customer is an eligible "Covered Person," he/she receives a fact sheet which lists all of the services and programs along with the program's qualifications, which must abide by the Priority of Service mandate. Customers registering electronically using Kentucky's Self-Registration module will be asked a series of questions to determine if they are Priority of Service eligible. If they are identified as a covered person, they are presented with a screen defining Priority of Service and directed to the Office of Employment and Training for further information on services and programs. Staff is made aware of their responsibility to provide priority of services to covered persons primarily through state-issued guidance, in-house staff meetings and through the capacity building function of the LVER. The LVER takes an active role in staff meetings and is responsible to report

LOCAL WORKFORCE INVESTMENT BOARD PLAN

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<p>to management any indications that veterans are not receiving the priority of services to which they are entitled.</p>	
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15. What is the process you use to assess the needs of Veterans seeking service in your Kentucky Career Center and how do you identify Veterans with a barrier to employment?

When veterans seek services at the Owensboro and Henderson offices, they initially receive core services by Kentucky Career Center staff. Assessment information is received beginning with the initial contact with job seekers/ veterans seeking assistance. The Kentucky Career Center staff utilize BESI (Barriers to Employment Success Inventory) which is an assessment designed to help identify obstacles that may keep individuals from getting a good job or from getting ahead in their career. The BESI not only identifies barriers, it will also recommend ways to overcome barriers. Disabled veterans and veterans within targeted groups, who are not determined as “Job Ready” by the staff, are primarily routed to the DVOP for screening to determine whether or not intensive services are appropriate. LVER and DVOP staff routinely route veterans in need of specific services to the appropriate Career Center partner. Conversely, Kentucky Career Center partners refer veterans in need of employment to the LVER and those in need of intensive services to the DVOP for assistance.

16. What is your process for referral to appropriate program staff, or in the case of a Veteran with an employment barrier, to the local Veterans Employment Representative?

When veterans seek services at the Owensboro and Henderson offices, they initially receive core services by Kentucky Career Center staff. Those veterans that are determined to be economically or educationally disadvantaged, have barriers to employment by office staff, and who can reasonably be expected to benefit from improved employability because of the receipt of intensive services are routed to the DVOP.

17. What is your process to ensure veterans receive priority of service when performing job referrals, enrolling in training and enrolling in training if waiting lists exist?

Using all of the above strategies will ensure that veterans receive priority of service. The Green River LWIA gives priority to veterans who are seeking training opportunities. If funding is not available at the time a customer applies for financial assistance with training, the LWIA maintains a waiting list. Any application made by a veteran or a spouse of a veteran, the customer receives first priority.

*Placed
in file
12-2-13
p5.*

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Program Years 2013 – 2014
(January 1, 2014 – June 30, 2015)

Workforce Investment Area Name: Green River Local Workforce Investment Area

Workforce Investment Board Name: Green River Workforce Investment Board

Name and Contact Information for the WIB:

Name and Title: Jodi Rafferty
Address: 300 GRADD Way
Address: _____
City, State, Zip: Owensboro, KY 42301
Phone: 270-926-4433
Fax: 270-684-0714
Email: jodirafferty@gradd.com

Name and Contact Information for the Local Elected Official(s):

Name and Title: Judge Jody Jenkins, Chief Elected Official
Address: P.O. Box 60
Address: _____
City, State, Zip: Morganfield, KY 42437
Phone: 270-389-1081
Fax: _____
Email: Jody.jenkins@unioncountky.org

We the undersigned, attest that this submittal is the Program Years 2013-2014 (January 1, 2014 – June 30, 2015) Local Plan for our WIB/WIA and hereby certify that this Local Plan has been prepared as required, and is in accordance with all applicable state and federal laws, rules, and regulations.

For the Workforce Investment Board	For the Local Elected Officials
Name: Karen Cecil	Name: Judge Jody Jenkins
Title: Chairperson	Title: Chief Elected Official, Union County Judge Executive
Signature: <i>Karen Cecil</i>	Signature: <i>Jody Jenkins</i>
Date: 11-20-13	Date: 11-26-13

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Program Years 2013 – 2014 (January 1, 2014 – June 30, 2015)

Workforce Investment Area Name: Green River Local Workforce Investment Area

Workforce Investment Board Name: Green River Workforce Investment Board

Name and Contact Information for the WIB:

Name and Title: Jodi Rafferty
Address: 300 GRADD Way
Address: _____
City, State, Zip: Owensboro, KY 42301
Phone: 270-926-4433
Fax: 270-684-0714
Email: jodirafferty@gradd.com

Name and Contact Information for the Local Elected Official(s):

Name and Title: Judge Jody Jenkins, Chief Elected Official
Address: P.O. Box 60
Address: _____
City, State, Zip: Morganfield, KY 42437
Phone: 270-389-1081
Fax: _____
Email: Jody.jenkins@unioncountky.org

We the undersigned, attest that this submittal is the Program Years 2013-2014 (January 1, 2014 – June 30, 2015) Local Plan for our WIB/WIA and hereby certify that this Local Plan has been prepared as required, and is in accordance with all applicable state and federal laws, rules, and regulations.

For the Workforce Investment Board	For the Local Elected Officials
Name: Karen Cecil	Name: Judge Jody Jenkins
Title: Chairperson	Title: Chief Elected Official, Union County Judge Executive
Signature:	Signature:
Date:	Date:

LOCAL WORKFORCE INVESTMENT BOARD PLAN

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Certifications and Assurances

By signing and submitting this plan, the local workforce investment board is certifying on behalf of itself and the grant recipient, where applicable:

- A. That this *Program Year 2013-2014 Local Plan for the local Workforce Investment System* was prepared and is in accordance with all applicable titles of the Workforce Investment Act of 1998 (WIA), Title V of the Older Americans Act, applicable Kentucky state statutes and that it is consistent with the PY 2012-2017 [Kentucky State Plan](#);
- B. that members of the local board and the public including representatives of business and labor organizations have been allowed at least a thirty day period for comment and that any comments representing disagreement with the plan are included with the local plan forwarded to the Office of Employment and Training (as the Governor's representative) by the local board and that available copies of a proposed local plan are made available to the public; (WIA, Section §118 (c))
- C. that the public (including individuals with disabilities) have access to all of the workforce investment board's and its components' meetings and information regarding the board's and its components' activities;
- D. that fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds paid through the allotments funded through the master agreement issued by the Office of Employment and Training have been established;
- E. that veterans will be afforded employment and training activities authorized in WIA, Section §134, and the activities authorized in Chapters 41 and 42 of Title 38 US code, and in compliance with the veterans' priority established in the Jobs for Veterans Act. (38 USC 4215.), U.S. Department of Labor, Training and Employment Guidance Letter 5-03;
- F. that it is, and will maintain a certifiable local Workforce Investment Board (WIB);
- G. that it will comply with the confidentiality requirements of WIA, Section §136 (f)(3);
- H. that the master agreement and all assurances will be followed;
- I. that it will ensure that no funds covered under the master agreement are used to assist, promote, or deter union organizing;
- J. that collection and maintenance of data necessary to show compliance with the nondiscrimination provisions of WIA, Section §188, as provided in the regulations implementing that section, will be completed;

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- K. that this plan was developed in consultation with local elected officials, the local business community, labor organizations and appropriate other agencies;
- L. that it acknowledges the specific performance standards for each of its programs and will strive to meet them;
- M. that there will be compliance with the Architectural Barriers Act of 1968, Sections §503 and §504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990;
- N. that WIB members will not act in a manner that would create a conflict of interest as identified in Regulations 20 CFR, Section §667.200(a)(4), including voting on any matter regarding the provision of service by that member or the entity that s/he represents and any matter that would provide a financial benefit to that member or to his or her immediate family;
- O. that Memoranda of Understanding that is endorsed and signed by the current WIB Chair and current One-Stop Career Center partner representatives and Cost Allocation Plans are in place and available upon request for each One-Stop Career Center within the WIB's local workforce service area;
- P. that insurance coverage be provided for injuries suffered by participants in work-related activities as required under Regulations 20 CFR, Section §667.274.

ASSURANCES

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Investment Act of 1998 (WIA), the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- *WIA, Section §188, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity;*
- *Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;*
- *Section §504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;*
- *The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and*
- *Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;*
- *The Americans with Disabilities Act of 1990 (42 USC 12101), as amended, which*

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prohibits discrimination on the basis of physical sensory, or mental disability or impairment, and the ADA Amendments Act of 2008 effective January 1, 2009;

- *Each grant applicant and each training provider seeking eligibility must also ensure that they will provide programmatic and architectural accessibility for individuals with disabilities.*

The grant applicant also assures that it will comply with Regulations 29 CFR, Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.



GREEN RIVER BUSINESS SERVICES TEAM

Mission: The Green River Regional Business Services Team aligns and responds to the needs of employers and job seekers through the collaborative optimization of workforce professional resources by communicating and customizing value-added business solutions.

Your Green River Business Services Team is comprised of the following members, representing our seven county workforce region:

Rhonda Bowles, Office of Employment and Training, rhonda.bowles@ky.gov
Donna Crooks, Northwest Kentucky Forward, donna@nothwestky.com
Michelle Drake, Green River Area Development District, michelle.drake@ky.gov
Karen Dueker, Office of Employment and Training, karen.dueker@ky.gov
Don Howerton, Adult Education, don.howerton@ky.gov
Becky McCubbins, Greater Owensboro Economic Development, bmccubbins@owensboro.com
Victoria Reed, Henderson Community and Technical College, victoria.reed@kctcs.edu
Jamie Kays, Green River Area Development District, jamie.kays@gradd.com
Rob Southard, Owensboro Community and Technical College, rob.southard@kctcs.edu
Steve Wedding, Office of Vocational Rehabilitation, steve.wedding@ky.gov

The Business Services Team is eager to assist you with direct access to the following services:

- Rapid Response Services/WARN notices
- TRADE Petitions
- Layoff Aversion Strategies
- Technical Assistance for Disability Accommodations
- On-the-Job Training
- Training Programs on Disability Awareness
- Recruitment Strategies
- Incumbent Worker Training/Customized Training
- Job Postings
- Applicant Screening and Referrals
- Labor Market Information
- WorkKeys Assessment/National Career Readiness Certificate
- Industry Partnership Programs
- Grant Writing and Research
- Technical Support to Human Resource Professionals
- Business and Industry Outreach Programs
- Office Space for Applicant Screening, Job Fairs, and Interviews

Please contact any team member to learn more about our comprehensive menu of services, as well as our customized business proposals specifically designed to meet your needs.

GREEN RIVER AREA REGIONAL PLAN: INTEGRATED TRADE SERVICES

Original plan dated September 2010

Revised on 6-26-13 by: Michelle Drake
Jill Gray
Delbert Lee
Jody Rafferty
Sheyla V. Santiago-Soto
Kim Shannon



The Trade Program for the Green River Area developed this Regional Plan as a combined effort between LWIA and OET for staff who provides Trade Adjustment Assistance services to dislocated and trade affected workers in our region. This guide is not intended to substitute for the Trade Field/ State Guidance Letters but to facilitate the transition and the initial process for these workers to receive services. This plan was designed as reference to be use simultaneously with the Trade Resource Guide, Case Management Guide and Actions Plans which explain in details every service and expectation for meeting federal and state laws requirements for each applicable TAACT Laws. It will also provide instructions for providing services and detail best practice.

Regional Plan for Trade Services

Service	RAPID RESPONSE
	<ol style="list-style-type: none"> 1. Local Area Rapid Response Team (LARRT) Lead is responsible for arranging initial Rapid Response (RR) employer meeting 2. Follow local area RR plan in coordinating services with all One-Stop partners and community agencies 3. LARRT is responsible for entering RR data to Employers and registered customer on database. 4. For unregistered customers, Regional Trade Facilitator (TF) will create new customer's account from Trade application (TAA-855) and add the RR data with the appropriate date of service.

Service	TRADE PETITION
	<ol style="list-style-type: none"> 1. Employer Trade petition may be filed by several different individuals/groups – including a One-Stop Partner 2. OET or LWIA staff may assist the employer and/or employees in completing a petition if they chose to submit one 3. Information about pending approved or denied petitions can be found on www.doleta.gov/tradeact 4. TF will review website on a monthly basis to determine if any Trade petition activity in the Green River Area. TF will ensure all pertinent staff receives information about new petitions.

Service	OUTREACH / TRADE SERVICES ORIENTATION
<p>Outreach activities shall be provided to potential trade-eligible clients they can include RR, training orientation, Resume classes, Job clubs, others.</p> <p>Trade Orientation will be setup with rapid response services if customers haven't received RR services.</p>	<ol style="list-style-type: none"> 1. OET and/or LWIA is responsible for providing activities or referrals to the client for outreach services, and entered information of services received in EKOS 2. The initial outreach activity will be the notification for Trade services orientation to all impacted workers from the dislocation event provided by LWIA 3. The Trade Orientation session is a joint effort of OET and LWIA and includes the completion of all required eligibility paperwork and provide information about available Dislocated Worker services and potential TAA services 4. The Trade orientation meeting will be held no later than 3 weeks after certification notification and all activity must be updated within 30 days in our database. 5. The Trade Program Customer Handbook should be distributed to affected workers during the TAA Orientation. 6. OET will assist the customers completing TAA-855 and TAA-855a and will document Orientation activities in each customer's records. 7. OET/LWIA will refer to WIA training orientation. 8. If the affected worker does not attend TAA orientation, OET will make a second attempt to contact. (second notice – within 30 days; third notice-certified letter within 60 days)

Service	COMPREHENSIVE ASSESSMENT /IEP
<p>Initial assessment of the client may include a review of existing skills, knowledge, credentials, etc.</p> <p>A combination of CareerScope with customer self-evaluation, personal interview, resume and any other additional testing (ex. TABE, NCRC or WorkKeys) will be used.</p> <p>Make sure all documents are in the file and the assessment is done prior to documenting referral in EKOS and customer file.</p>	<ol style="list-style-type: none"> 1. Within 30 days from application date; DET (TRA coordinators) will be schedule customers for a test assessment and IEP interview. 2. DET is responsible for entering initial assessment data in EKOS. If the client was previously determined eligible for Dislocated Worker services, then the LWIA will have already entered initial assessment data in EKOS. If so, then DET will update the information, as needed. 3. Individual Employment Plan will be develop by CM 4. COMP ASSESMENT screen should be completed by Case manager (CM) when developing the IEP. 5. Staff must provide an initial copy of the IEP to the participant and a subsequent copy as information/data is modified throughout the participant's search for employment; Staff should document in case notes the initial copy of the IEP has been given to the participant. 6. IEP's will be kept in the participants case file 7. LMI written report will be printed, given to customer and attached to file when developing IEP. 8. Attach copies if UI-465a, job list and screen print of 4 or 5 star job matches from Focus Career to customer's file. 9. Attach salary report per customer interests to file, gave customer a copy and note on EKOS. <ul style="list-style-type: none"> • http://www.bls.gov/bls/blswage.htm 10. Based on the results of the assessment, DET and/or LWIA will <u>provide</u> or <u>make referrals to</u> additional services which the client may be eligible. Each agency will be responsible for entering these referrals in database.

Service	LABOR MARKET INFORMATION (LMI)
	<ol style="list-style-type: none"> 1. OET is responsible for providing the LMI data to the client 2. LMI written report will be printed, given to customer and attached to file when developing IEP. 3. LMI data may be provided from an array of sources including, but not limited to, the following: <ul style="list-style-type: none"> • http://www.workforcekentucky.ky.gov/ • Local and National Job Order Listings / Matches

Service	HCTC
There are no official training for local office under HCTC. OET may assist with eligibility but for questions about the program customer should be referred to HCTC Washington.	<ol style="list-style-type: none"> 1. OET will assist clients with issues related to HCTC benefits and submit information as required by the agency's identified service delivery process 2. OET will enter related information in EKOS, as required 3. LWIA shall refer to OET any TAA clients seeking HCTC benefits.

*HCTC Program is set to expire on October 1, 2013.

Service	EMPLOYMENT & TRAINING CASE MANAGEMENT
	<ol style="list-style-type: none"> 1. All Trade clients must be offered Case Management services (CM) to assist in their reemployment efforts. 2. OET will enter a Case Management service in database on all Trade clients and provide case management services to each client. 3. OET must first provide Employment Case Management services with documentation prior to referral to WIA for training. 4. When customer starts TAA approved training, CM will be transferred to LWIA for services. 5. LWIA will follow internal CM procedure for Trade Customers under TAA training. 6. During the last semester of training, LWIA case manager will make referral for OET office and send email to TIE to ensure Job search services are being provided. This will happen no later than 10 weeks before training finishes. 7. If customer was recently transferred or recently started CM, OET will provide Intensive job search assistance, and reevaluate and update customer's resume to reflect new training and/or experience. 8. All customers will be kept open on CM until employment has been found or customer waives the need for services. 9. All case management actions must be documented in detail at least every 30 days.

Service	OUT-OF-AREA JOB SEARCH / RELOCATION ASSISTANCE
	<ol style="list-style-type: none"> 1. An initial request from a Trade client may be presented to either OET or LWIA as follows: <ul style="list-style-type: none"> • <u>Not in Training</u> - OET will complete the necessary form and submit to TF for review and pre-approval. TF will submit forms to LWIA staff for review approval <u>prior</u> to any activity occurring • <u>Enrolled in Training</u> (or completed training) – LWIA will refer to OET. 2. Once pre-approval and eligibility is determined by TF, an electronic/mail notification will be send to LWIA. 3. LWIA will instruct customer to complete eligibility forms and application. For processing. 4. LWIA will notify TF/Regional OET Manager via e-mail to process final approval and allow LWIA staff to notify client. 5. Receipts for reimbursement must be presented to the originating staff LWIA as described within the TAA Handbook 6. LWIA is responsible for entering service in EKOS and attaching related funding 7. Eligible receipts must be forwarded to the designated LWIA staff for reimbursement to the client and follow internal payment procedure.

Service	WAIVER
	<ol style="list-style-type: none"> 1. In the event the Trade client has not secured employment or been enrolled into an approved training program, OET should issue a waiver within the 20th week. If reasons are pertinent. 2. OET will attach Waiver in Service module of EKOS and insert related dates 3. OET will continue to review Waiver eligibility every 20 days until such time as the client becomes employed, training enrollment notification is received from LWIA or the issuance reasoning is no longer valid. At such times, the waiver shall be revoked.

Service	ATAA/RTAA
	<ol style="list-style-type: none"> 1. OET will assist clients with issues related to ATAA/RTAA benefits and submit information as required by the agency's identified service delivery process. 2. OET will enter service and related information in EKOS, as required. 3. LWIA shall refer to OET any TAA clients seeking ATAA or RTAA benefits.

Service	TRAINING REQUEST
	<ol style="list-style-type: none"> 1. LWIA will complete Form TAA-858. 2. For verification of eligibility customer will complete forms WIA-20. 3. Training request applications without an actual OET referral for training will not be processed and customer will be referred back to OET for Employment Case Management. 4. Training applications that process without an OET referral will not be approved or denied until correct steps have taken place. 5. LWIA shall verify all six criteria required for training are met; if any of the criteria are not met, then the LWIA must indicate reason on TAA-858 and in comments (needs to be supported with documentation) 6. Completed form shall be forwarded to the client's file and a copy provided to the client. 7. LWIA proceeds to conduct a training assessment on the client. 8. LWIA will confirm expiration date for TRA with OET staff / TF. 9. LWIA will verify support income after TRA expires is valid and sufficient. If TRA expiration is before projected training completion date; Include proof of this additional income on file.

Service	PRE-APPROVAL/DENIAL & NOTIFICATION
	<ol style="list-style-type: none"> 1. Designated LWIA staff will issue a determination (approval or denial) 2. Designated LWIA staff will enter determination in EKOS – Training Custom Tab 3. Determination will be issued to OET via electronic Form TAA-858B

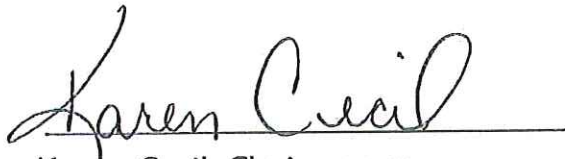
Service	FINAL APPROVAL/DENIAL
	<ol style="list-style-type: none"> 1. Once training notification is received from LWIA, OET TF will review and enter final approval/denial in Training Custom Tab 2. OET / TF will enter comment reflecting final approval or denial 3. OET / TF will notify designated LWIA staff and TRA Unit via e-mail of approval/denial. 4. If training is approved, LWIA will issue notification of training approval to the client; 5. If training is denied, OET Approval staff forwards information to State Trade Coordinator 6. State Trade Coordinator will issue notification of training denial to the client.

Service	SUBSISTENCE or TRANSPORTATION
	<ol style="list-style-type: none"> 1. Trade clients in training may be eligible for subsistence or transportation payments while enrolled in an eligible training program 2. LWIA determines eligibility for payments based on requirements determined by state guidance. (See FGL#10) 3. LWIA will add cost to training, if cost was not added to original training plan cost, amendment request for training needs to be submitted and approval process should be followed. 4. LWIA will attach service to related funding stream in EKOS; 5. Approved payments will be processed per the LWIA's identified internal payment process

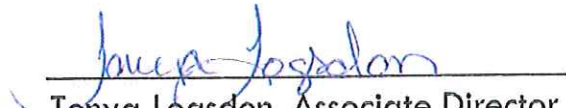
Service	Trade Readjustment Assistance (TRA)
	<ol style="list-style-type: none"> 1. OET will assist clients with issues related to TRA benefits and document information as required by the agency's identified service delivery process 2. OET will enter related information in EKOS, as required. 3. LWIA shall refer to OET any TAA participants seeking TRA benefits

Service	OUTCOMES/TAPR
	<ol style="list-style-type: none"> 1. TIF will pull information from database, create and distribute monthly report to LWIA & OET managers for Entered Employment Rate (EER) and Employment Retention Rate (ERR). 2. The EER and ERR will be calculated for the six previous quarters. 3. If EER is below 65% and/or the ERR is below 90% each individual counting negatively will be reviewed and matched with our CICS system by the TIF to ensure out-of state earning are reflected in the report. 4. If employment and earning are not in the system, the information will be added manually as supplemental information in EKOS outcomes tab and a copy of the customers CICS system will be added to the customer file at the OET office. 5. When outcomes cannot be confirmed and shows customer is not working, or earnings are not reported in-state or out of state, TIF will review notes to ensure no new information is in the system. 6. TIF will generate a list and emailed to the case manager to gather information with customer directly. LWIA will verify information for customers that received TAA training benefits and OET will do for customer only under employment Case management.

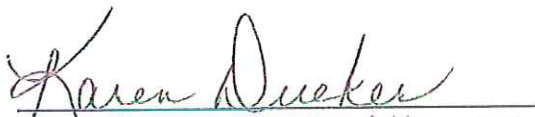
The Green River Workforce Board, The Green River Area Development District and the Office of Employment and Training do, hereby, agree to the terms of the Green River Regional Plan: Integrated Trade Services. We are committed to integrating and coordinating Trade services in the Green River Workforce Investment Area.

A handwritten signature in black ink, reading "Karen Cecil", written over a horizontal line.

Karen Cecil, Chairwoman
Green River Workforce Investment Board

A handwritten signature in blue ink, reading "Tonya Logsdon", written over a horizontal line.

Tonya Logsdon, Associate Director
Green River Area Development District

A handwritten signature in black ink, reading "Karen Dueker", written over a horizontal line.

Karen Dueker, Regional Manager
Office of Employment and Training

Glossary of Terms and Definitions

ATAA	Alternative Trade Adjustment Assistance provides an alternative assistance program for older workers certified eligible to apply for TAA. The assistance is in the form of wage subsidy for those reemployed before the last day of the 26 th week after the date of the worker's separation from adversely-affected employment. ATAA is intended to bridge a gap between their wage at separation and their new wage. ATAA is effective for petitions filed on or after August 6, 2003. The request must be made at the time the petition is filed. Not all petitions will be eligible.
Board	Local Workforce Investment Board
Case Management and Employment Services	Necessary information and support provided to customers to achieve sustainable reemployment. Case management services will be provided in an integrated manner that suits their individual needs. Services include: <ol style="list-style-type: none"> 1) Assessment of skill levels and service needs 2) Development of individual employment plan 3) Information about training available 4) Information on how to apply for financial aid and referral 5) Short-term prevocational services 6) Individual career counseling 7) Labor Market Information 8) Information about availability and need for supportive services These services will be made available to customers over the course of their participation in the Trade program. Case management and Reemployment is an array of activities/services and is not a stand-alone service.
Core Services	Services available to the universal population include, but are not limited to: <ul style="list-style-type: none"> • Determinations of eligibility for WIA assistance; • Outreach and intake; • Orientation to Kentucky Workforce Investment Act Services; • Initial assessment of skills levels; • Support service needs; • Job search and placement; • Information on local, regional, and national labor markets; and • Information on the 80 percent wage replacement goal as it pertains to the demand occupations in the local workforce investment area.
Commuting Area	Commuting area is defined as 50 miles one way from place of residence, calculated by electronic MapQuest mapping at www.mapquest.com .
Dislocated Worker	A worker who was permanently separated from employment or received a notice of termination or layoff from employment, or is employed at a facility where the employer made a general announcement of closure.
DOL	United States Department of Labor
EER	Entered Employment Rate

EKOS	Employ Kentucky Operating System
ERR	Employment Retention Rate
Group Plan	Health coverage sponsored by an employer or employee organization (such as a union) for employees and their eligible dependents.
HCTC	Health Coverage Tax Credit was created by the Trade Adjustment Assistance (TAA) Reform Act of 2002. HCTC provides a tax credit for the purchase of health insurance for TAA and pension Benefit Guaranty Corporation (PBGC) candidates. The Internal Revenue Service (IRS) is responsible for implementing this credit under the HCTC program.
IEP	Individual Employment Plan. An intensive service in which staff works with the customer to identify an occupation in demand that meets the 80 percent wage replacement goal, then develops a plan to address the occupational goal, the appropriate achievement objectives, and the combination of services needed for the customer to obtain his or her long-term occupational goals. The IEP names the specific occupation to be obtained as well as the specific activities to be performed for the training plan, if appropriate, that assists the customer in obtaining suitable employment.
Intensive Services	Services that may include diagnostic testing or other tools to assess support service needs and that must provide tools to assess skill levels. Other intensive services include individual case management, IEP development, and short-term prevocational skills. Staff provides these services when a customer needs intensive services to obtain employment, or to obtain and retain employment that leads to self-sufficiency, or as necessary prior to referral to dual-language vocational skills training.
Job Search Assistance	Financial assistance that may be available when a TAA eligible customer cannot secure suitable employment within a local commuting area. This allowance covers expenses incurred while seeking employment outside the normal commuting area. Job search allowances reimburse a percentage of the total costs of allowable travel and subsistence, or a percentage of the federal per-diem rate for the area where they are job searching, whichever is less.
LMI	Kentucky Labor Market Information website is available to assist employers, job seekers, students, economic developers, planners, and researchers understand Kentucky's economy and make informed labor market decisions. www.WorkforceKentucky.ky.gov
LWIA	Local Workforce Investment Act establishes programs to prepare youth and unskilled adults for entry into the labor force and to give job training to those who face serious barriers to employment and who are in need of such training to obtain employment.
NCRC	National Career Ready Certification
OET	Office of Employment and Training
Rapid Response	WIA Law Sec. 101.38 defines Rapid Response as activities provided in case of a permanent closure or mass layoff at a plant, facility, or enterprise, or a natural or other disaster, which results in mass job dislocation, in order to assist

	<p>dislocated workers in obtaining reemployment as soon as possible, with services including:</p> <ul style="list-style-type: none"> • Establishment of onsite contact with employers and employee representatives • Provide information and access to available employment and training activities • Establish plan and implement a strategy for assessing the employment and training needs of dislocated workers and obtaining services to meet such needs • Emergency assistance adapted to the particular closure, layoff or disaster • Assistance to local community in developing a coordinated response and obtaining access to State economic development assistance.
Relocation Allowance	Financial assistance that may be available if an eligible TAA customer cannot reasonably secure suitable employment in the commuting area in which they reside, and obtains employment (or receives a bona fide offer) outside the commuting area. The customer must be totally separated from employment at the time relocation commences.
RTAA	Reemployment Trade Adjustment Assistance is an employment program for older workers certified eligible to apply for TAA. The assistance is in the form of a wage subsidy for those re-employed to bridge a gap between their separation wage and their new wage. RTAA is effective for all petitions filed on or after May 18, 2009.
Suitable Employment	With respect to a Trade-certified worker, work of a substantially equal or higher skill level than the worker's past employment, with wages of not less than 80 percent of the worker's average weekly wage. The availability of suitable employment is used to determine whether or not the customer is eligible for trade-funded training.
Support Services	Community services such as transportation, child care, dependent care, and housing that are necessary to enable a customer to participate in activities.
TF	Trade Facilitator – OET Staff assigned to overlook integrated Trade Services.
TAA	Trade Adjustment Assistance is an array of services to help an adversely affected worker rapidly return to suitable employment.
TEGL	Training and Employment Guidance Letter. A DOL guidance letter distributed to states.
TRA	Trade Readjustment Allowances. Weekly TRA may be payable to eligible claimants when they exhaust unemployment benefits.
Trade Affected Worker	A worker who is a member of a certified worker group and has been separated or threatened with separation.
Training Services	Training services may include occupational skills training, remedial education, pre-requisite training, apprenticeship programs, or employer-based training such as One-The-Job Training (OJT) and customized training.

Waiver	A determination that training is not currently feasible for a TAA customer.
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LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

ATTACHMENT A

Performance

Workforce Investment Act and Wagner Peyser

	PY 2013
Adult Measures	
Entered Employment Rate	85.0%
Employment Retention Rate	72.0%
Avg. Six Month Earnings	\$17,500*
Dislocated Worker	
Entered Employment Rate	88.0%
Employment Retention Rate	91.3%
Avg. Six Month Earnings	\$17,600
Youth	
Placement in Employment or Education	67.0%
Attainment of a Degree or Certificate	50.0%
Literacy and Numeracy Gains	51.0%

	PY 2013
Wagner-Peyser	
Entered Employment Rate	55
Employment Retention Rate	79
Avg. Six Month Earnings	\$13,000

*The Green River LWIA is currently in negotiations with the Cabinet for Education and Workforce Development to revise this measure.

Local Area: GREEN RIVER

**LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014**

ATTACHMENT B

Workforce Investment Board/Council Membership List

Program Year 2013

WIB: GREEN RIVER

Date
Submitted:

LWIA: GREEN RIVER

14 Nov 13 010

Indicate any vacant positions or other constituency represented as well.
(To add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut)

<u>Name/Address/Email Phone/Fax</u>	<u>Organization</u>	<u>Position</u>	<u>Business/Industry Represented (Private Sector Only)</u>	<u>Business Representation From Targeted Industry/ Occupation? (Yes/No)</u>	<u>Term Start and Term End</u>
A. PRIVATE SECTOR					
Linda Baird 400 T. Frank Wathen Road Uniontown, KY 42461 270-822-4350 littlekentuckysmokehouse@ adelphia.net	Little Kentucky Smokehouse	Owner	Manufacturing	Yes	Jan 2011 – Dec 2013
Dale Beverly 700 Old Liberty Church Road	Ritatsu Manufacturing, Inc.	Human Resources/ Accounting	Manufacturing	Yes	Jan 2013 – Dec 2015

LOCAL WORKFORCE INVESTMENT BOARD PLAN PY 2013 - 2014

Beaver Dam, KY 42320 270-730-7010 bdale@ritatsu.com		Manager				
Anita Cash 2880 New Hartford Road Owensboro, KY 42303 270-685-4400 acash@modweldco.com	Modern Welding Company, Inc.	Corporate Benefits Administrator	Manufacturing	Yes	Jan 2012 – Dec 2014	
Karen Cecil 9404 State Route 2096 Robards, KY 42452 270-521-7389 Karen.Cecil@centurvaluminum.com	Century Aluminum Sebree	HR Manager	Manufacturing	Yes	Jan 2012 – Dec 2014	
Pam Cox 2232 Mill Run Owensboro, KY 42303 270-686-5365 pcox@omhs.org	Owensboro Medical Health System	Risk Management	Health Care	Yes	Jan 2011 – Dec 2013	
Mickey Dunbar P.O. Box 667 Sebree, KY 42455 270-835-0224 mdunbar@plantersbankonline.com	Planters Bank	Assistant Vice- President/Branch Manager	Finance/Insurance	Yes	Jan 2013 – Dec 2015	
Connie Galloway P.O. Box 716 Henderson, KY 42419-0716 270-831-1200 cfalloway@cityofhenderson.org	City of Henderson	HR Manager	Local Government – second largest employment sector in region	No	Jan 2013 – Dec 2015	

LOCAL WORKFORCE INVESTMENT BOARD PLAN **PY 2013 - 2014**

Tim Hess 300 Walnut Street Owensboro, KY 42301 thess@beltlineservices.com 270-852-8882	Beltline Electric	Operations Manager	Energy / Labor	Yes	Jan 2012 – Dec 2013
Darrell Huff 325 Industrial Road Morganfield, KY 42437 dhuff@huff-tech.com 270-389-3583	Huff Technologies	Owner	Professional, Scientific, and Technical	Yes	Jan 2012 – Dec 2014
Kim Humphrey 835 SR 1179 Waverly, KY 42462 Kim.humphrev@arlp.com 270-389-6700	River View Coal	Director of Community & Employee Programs	Energy	Yes	Jan 2011 – Dec 2013
Allen Kennedy 305 Oak Road Lewisport, KY 42351 AEK305@live.com 270-993-0311	Hancock County Industrial Foundation	Board Member	Manufacturing	Yes	Jan 2012 – Dec 2014
Gina Mitchell 5000 Back Square Drive Owensboro, KY 42301 gmitchell@peoplemark.com 270-685-0885	Peoplemark, Inc.	Account Executive	Professional, Scientific, and Technical	Yes	Jan 2013 – Dec 2015
Sharon Pepper 2315 Adams Lane Henderson, KY 42420 SPEPPER@accuridecorp.com 270-827-7642	Accuride Corporation	Human Resources Manager	Manufacturing	Yes	Jan 2012 – Dec 2014
David Phillips 14660 US 41S	Tyson Foods, Inc.	Complex Human Resources Manager	Manufacturing	Yes	Jan 2012 – Dec 2014

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

Robards, Ky 42452 Dave.phillips@tyson.com 270-521-3101							
Sue Wydick 1211 Main Street Hartford, KY 42347 Swydyck@ohiocountyhospital.com 270-298-5439	Ohio County Hospital	Director of Human Services	Health Care	Yes	Jan 2011 - Dec 2013		
B. PUBLIC ASSISTANCE AGENCY							
David Condon 2161 East 19 th Street Owensboro, KY 42303 270-683-5365 david@haoboro.org	Owensboro Housing Authority	Director					
C. ORGANIZED LABOR							
Larry Boswell 2911 West Parrish Avenue Owensboro, KY 42301 270-684-3058 Boswell1701@yahoo.com	IBEW Local 1701	President					
D. VOCATIONAL REHABILITATION							
Jason Cole 121 E. Second Street Owensboro, KY 42303 270-687-7308 Jasont.cole@ky.gov	OVR	Branch Manager					

LOCAL WORKFORCE INVESTMENT BOARD PLAN **PY 2013 - 2014**

E. COMMUNITY-BASED ORGANIZATION				
Dan Lanham 1416 West 9 th Street Owensboro, KY 42301 dlanham@ridegrits.org 270-686-1619	GRITS	Director		Jan 2013 – Dec 2015
F. ECONOMIC DEVELOPMENT AGENCY				
Betsy Wells-Jones P.O. Box 674 Henderson, KY 42419 270-826-7505 betsy@northwestky.com	Northwest Kentucky Forward	Coordinator, Education & Workforce Dev		Jan 2013 – Dec 2015
G. PUBLIC EMPLOYMENT AGENCY				
Karen Dueker 121 East Second Street Owensboro, KY 42303 270-687-7297 Karen.dueker@ky.gov	OET	Regional Manager		
H. EDUCATIONAL AGENCY				
Don Howerton 2000 College Street Road Madisonville, KY 42431 Don.howerton@ky.gov 270-824-8596	KY Council Post- Secondary Education/KY Adult Education	Regional Liaison		Jan 2012 – Dec 2015
James Klauber 4800 New Hartford Road Owensboro, KY 42302 Jim.Klauber@kctcs.edu 270-686-3790	Owensboro Community & Technical College	President		Jan 2011 – Dec 2013

LOCAL WORKFORCE INVESTMENT BOARD PLAN **PY 2013 - 2014**

Kristen Williams 2660 South Green Street Henderson, KY 42420 Kris.Williams@kctes.edu 270-831-9605	Henderson Community College	President	Jan 2011 – Dec 2013
I. LOCAL ELECTED OFFICIAL (list contact information even if CEO is not a member of the WIB)			
Judge Kelly Thurman P.O. Box 127 Calhoun, KY 42327 KThurman@mcleanky.com 270-273-3213	McLean County Fiscal Court	Judge Executive	Jan 2012 – Dec 2014
J. OTHER CATEGORY			
Jeff Barton 2302 US 60 East Morganfield, KY 42437 270-389-5305 Barton.jeffrey@jobcorps.org	Earl C. Clements Job Corps	Center Director	Jan 2011 – Dec 2013
Vickie Hutcheson P.O. Box 51106 Bowling Green, KY 42102-4446 vp_hofmtown@aol.com 270-782-2330	Kentucky Farmworker Program	Program Director	
K. YOUTH COUNCIL CHAIRPERSON (list contact information even if YCC is not a member of the WIB)			
Mary Kinney 4800 New Hartford Road Owensboro, KY 42302	Owensboro Community & Technical College	Discover College Retention Specialist	

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

ATTACHMENT C

Workforce Investment Board Subcommittee List

Program Year 2013

WIB: GREEN RIVER

Date

Submitted: _____

LWIA: GREEN RIVER

If applicable, provide a current list of the Board's committees and/or task forces along with a summary of the committee's objectives.
(To add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut)

Name of Committee or Task Force	Objective / Purpose of Committee or Task Force
Executive Committee	Authorized to carry out the responsibilities of the GRWIB between WIB meetings.
Youth Council	Develop portion of the local plan relating to youth services. Review and recommend funding of youth providers to GRWIB. Oversight of youth activities in region. Coordinate youth activities, planning, guidance, and oversight for GRWIB
Nominating Committee	Present nominations for officers at the November GRWIB meeting.
Business & Industry Committee	Provide direction and guidance to the Business Services Team. Initiate and coordinate all business related activities of the GRWIB.
One Stop Committee	Provide direction and guidance to the One Stop Team. Ensure that the interests of job seekers and employers are represented in the one stop system.

**LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014**

ATTACHMENT D

Workforce Investment Area Sub-Grantee List

Program Year 2013

WIB: GREEN RIVER

Date
Submitted:

LWIA: GREEN RIVER

(To add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut)

Name of Sub-Grantee	Services Provided	Funding Source	Provider Location
Northwest KY Forward	Industry Partnership	Statewide Reserve Funds	Henderson, Union, Webster and McLean Counties
Greater Owensboro - Daviess-Hancock Co. Industry Partnership	Industry Partnership	Statewide Reserve Funds	Owensboro, KY (Daviess Co.) Hawesville-Lewisport (Hancock Co.)
Union County Livestock, Inc.	On-the-job Training	Adult and Dislocated Worker	Uniontown, KY (Union Co.)
Metalsa	On-the-job Training	Adult, Dislocated Worker & Youth	Owensboro, KY (Daviess Co.)
Unifirst	On-the-job Training	Adult, Dislocated Worker & Youth	Owensboro, KY (Daviess Co.)

LOCAL WORKFORCE INVESTMENT BOARD PLAN
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Brescia University	Vendor Agreement for Youth Activities	Youth	Owensboro, KY (Daviness Co.)
Kentucky Wesleyan College	Vendor Agreement for Youth Activities	Youth	Owensboro, KY (Daviness Co.)
Western Kentucky University (Owensboro Campus)	Vendor Agreement for Youth Activities	Youth	Owensboro, KY (Daviness Co.)
Owensboro Community & Technical College	Vendor Agreement for Youth Activities	Youth	Owensboro, KY (Daviness Co.)
Henderson Community College	Vendor Agreement for Youth Activities	Youth	Henderson, KY (Henderson Co.)

**LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014**

ATTACHMENT E

Workforce Investment Area Business Services Team

Program Year 2013

WIB: GREEN RIVER

Date

Submitted:

LWIA: GREEN RIVER

(To add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut)

Name of Team Member	Agency/Organization	Location	Team Role
Jamie Kays	Green River Area Development District	Kentucky Career Center Green River	Regional Team Leader
Rhonda Bowles	Office of Employment and Training	Henderson Office of Employment and Training	Core Team Member
Karen Duckert	Office of Employment and Training	Kentucky Career Center Green River	Core Team Member
Michelle Drake	Green River Area Development District	Kentucky Career Center Green River	Core Team Member
Rob Southard	KCTCS	Owensboro Community and Technical College	Core Team Member
Victoria Reed	KCTCS	Henderson Community and Technical College	Core Team Member

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

Becky McCubbins	Greater Owensboro Economic Development	Chase Bank Building- Owensboro	Core Team Member
Donna Crooks	Northwest KY Forward	Chamber Building- Henderson	Core Team Member
Steve Wedding	Office of Vocational Rehabilitation	Kentucky Career Center Green River	Extended Team Member
Don Howerton	Kentucky Adult Education	Madisonville Adult Education Office	Extended Team Member